

“Let Your Light Shine”



Parent Student Handbook *2023-2024*



— SPRINGFIELD —
CATHOLIC
— HIGH SCHOOL —

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PURPOSE OF THE HANDBOOK

This handbook contains policies and procedures about student life effective at publication. The administration will announce any modifications or additions made to these policies.

We will follow the Springfield Catholic Schools Pandemic Plan if needed. According to the CDC and Greene County Health Department guidelines, the Pandemic Plan is available in a different document.

I recommend that parents and students read the Family SCS and Springfield Catholic High School Handbooks due to policy changes that happen every year.

I would like to take this opportunity to thank our Parents for sending your students to Springfield Catholic High School. Due to your time and talents, we, as a school, have an excellent academic and athletic reputation in the Springfield community.

Lastly, I sincerely pray that the 2023-24 school year will be the best experience ever, and we will need your support to succeed. Please use this handbook as your guide. Always know that we are here to serve you and answer questions and concerns for the benefit of your student.

Peace,

Jeanne Skahan
Principal

I. GENERAL INFORMATION

Mission Statement

The mission of Springfield Catholic Schools is to prepare students, with God's help, to spread the Kingdom of God and contribute to the world as responsible Christian citizens by providing. Please use this handbook as your guide if a caring family environment where the Catholic faith is taught and modeled in an atmosphere of academic excellence.

Our school provides a safe, disciplined environment in which all students actively participate in the learning process that encourages academic excellence. Setting goals and solving problems together allow students to develop into responsible and productive citizens per individual needs, interests, and abilities. Our graduates will be prepared to accept responsibility and serve in a changing global

society.

Vision Statement

“Educating today's youth for tomorrow's discipleship.”

School Prayer

Dear Heavenly Father,

**Springfield Catholic is composed of people like me;
I help make it what it is.
It will be friendly if I am.
Its halls will be welcoming if I am.
It will be prayerful if I pray.
It will be a school of loyalty, love, service, and faith,
Standing as one in victory and defeat.
Therefore, with Your help, O God,
I shall dedicate myself
to the task of being all things that I want my school to be. Amen 2**

Philosophy

Springfield Catholic High School is part of the educational and spiritual ministry of the Catholic Church and shares the purpose of all ministries in the Church, to further the work, truth, and presence of Christ in the world. SCHS not only assumes the goals of any secular educational institution but also has a particular religious dimension. We are a community of believing young people and adults together pursuing academic excellence within the Catholic faith tradition in an environment where Christianity is taught, experienced, and practiced. Within this community, ministry can be given to every aspect of a student's growth.

Springfield Catholic High School emphasizes academic achievement. Since academic achievement is closely related to each student's background and future plans, the road to academic success may differ for each student. The curriculum, therefore, affords students a choice of courses to meet collegiate, vocational, practical, and spiritual needs. It is designed to develop a broad base of competence in language, speaking skills, mathematics, science, social studies, fine arts, and vocational subjects. Such a program guarantees a solid foundation for whatever a student wishes to do after high school and broadens their scope for continued learning throughout life.

SCHS recognizes that it supplements and complements parental guidance. The school is responsible for a core curriculum that is basic to a sound moral development. This moral development can best be accomplished in an atmosphere of mutual respect. Since a student learns through observation and study, a Christian educator is the medium in which the message of Christianity is incarnated. Based on caring and concern for the individual, this positive example creates a Christian environment far beyond the classroom.

Personal attention in an atmosphere of acceptance and care gives each student the support and freedom to discover his potential and fully develop into the person he wishes to become. Spiritual and religious values offer each student a stabilizing point in a changing world -- a purpose for living and dying, a way of being with and for others in service to the Church and to the world. SCHS is also a community of faith in which the Christian message, the experience of community, worship, and social concern are integrated into the total experience of students, their parents, and faculty members. Society is enriched with a citizen able to analyze social issues knowledgeably, ethically, and creatively with a historical perspective.

By fulfilling these needs within the faith context of a Catholic school, SCHS hopes to enable students to develop a personal desire for a relationship with God and a

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commitment to share Gospel values with others. Catholic education provides opportunities for spiritual growth through prayer, study of faith, and service to others. Participation in the faith community at Springfield Catholic High School prepares students for immediate and future involvement in the parish, in the diocese, and the global church.

History of Springfield Catholic High School

Springfield Catholic High School (SCHS) is a four-year, co-educational secondary school under the direction of the Bishop of the Diocese of Springfield-Cape Girardeau. It was established as a parish high school of St. Agnes Parish in 1916 in the old elementary school building with the Sisters of Loretto as teachers. In 1941, the first floor and the gymnasium of the leading high school building were erected. In 1954, a second story was constructed. Additional facilities to accommodate an expanding curriculum were added in 1969. When the new St. Agnes Elementary School was completed in 1958, the old grade school building was given to the high school.

In 1957, St. Agnes High School, as SCHS was then known, became a regional high school serving the parishes of Springfield and the surrounding area. Catholic schools were consolidated into the Springfield Catholic School System in 1974 when it received its present name. The school moved into its new facility on South Eastgate on January 2, 1986. The new facility was approximately 59,600 square feet and was designed to accommodate 250 students. Over ten years, the student population increased to 300 students.

The Springfield Catholic Development Board and Board of Education initiated a capital campaign, "Vision for Tomorrow," to increase the existing school facilities with a new

addition of 26,000 square feet. On Friday, August 16, 1996, Bishop John Leibrecht blessed the site for the further growth phase at SCHS. The new facility and alterations were completed for occupancy for the 1997-98 school year, strengthening Springfield Catholic High School's commitment to its founding purpose as a diocesan regional high school proudly providing an opportunity for Catholic secondary education. In 2013, Bishop James Johnston blessed the addition of classrooms, offices, and a practice gym to the facility and remodeled the gymnasium and cafeteria.

The most recent capital campaign, "Honoring the Past...Building our Future," to renovate and expand Springfield Catholic High School, began in 2012 and is currently in progress. Construction was completed in 2014, and fundraising continues until December 2017. Bishop James Johnston blessed the site in February 2014. The expanded facilities included state-of-the-art math and science rooms, air conditioning, a new roof, renovation of the existing gym, and a new practice gymnasium. The building

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may accommodate up to 500 students at Springfield Catholic High School.

The high school functions as part of the Springfield Catholic School System under the direction of the Bishop, acting through the Diocesan Superintendent and the local School Board, composed of pastors and lay representatives from Catholic parishes in the city. In 2014, Bishop Johnston appointed a part-time priest as Director of Schools and Rector of the high school. He likewise appointed a part-time chaplain. The Director of Springfield Catholic Schools is the chief executive officer of the board and school system, composed of one high school and three elementary schools. The principals are the administrators in their respective schools, responsible for hiring, faculty supervision, faculty supervision, curriculum planning supervision, discipline, and public relations.

Bishop Edward Rice was appointed Bishop of the Springfield Cape-Girardeau in 2016, and we now serve under his direction. Springfield Catholic High School's 2016 enrollment is 404.

During the spring of 2016, the SCS was awarded a large donation to give every student a Chromebook to rent for four years while attending Springfield Catholic High School. Technology is a central component of instruction for our teachers and students in their everyday routines.

In the spring of 2017, construction began on a new track and turf football & soccer field. Construction was completed in August 2017, and the first football game of the 2017-2018 year was held on the newly constructed turf field. This project was made possible by the Charles H. O'Reilly Sr. Marital Trust.

In the fall of 2018, Sr. Cecilia Ann Rezac, M.S., was named director of the Springfield

Catholic Schools.

In the spring of 2020, Instruction was delivered to our SCHS students digitally. The Class of 2020 graduated on June 26th on Swishelm Field in front of families.

The Diocese of Springfield Cape Girardeau hired Deacon Rob Huff as Superintendent in July 2020.

The Academic Year of 2020-2021 was interesting as we faced a pandemic. We offered both in-school and distance learning to our population. Students and teachers wore masks the entire year.

The theme for the 2022-2023 year was “Our Hearts are on Fire.” Springfield Catholic High School graduated 81 students.

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We will open the 2023-2024 school year with 372 students, and our theme is “Let your Light Shine.”

School/Staff Credentials

SCHS is an accredited member of The Missouri Nonpublic School Accrediting Association (MNSAA), affiliated with the National Federation of Nonpublic School State Accrediting Associations, which is recognized by the United States Office of Education and CASE (Council for the Advancement and Support of Education). In addition, the Missouri Nonpublic School Accrediting Association is approved for teacher certification by the Missouri Department of Elementary and Secondary Education (DESE).

The classroom teacher is the model of the message of Jesus and the heart of the learning process. SCHS is proud of the Christian, university-educated instructors who comprise our faculty. In addition, the Missouri State Department of Elementary and Secondary Education (DESE) also certifies teachers in their specialty areas.

Credits earned at SCHS are recognized by all institutions that accept credits from schools accredited by the Missouri Department of Elementary and Secondary Education (DESE).

SCHS is a member of the Secondary Department of the National Catholic Educational Association (NCEA) and the Missouri Council on American Private Education.

SCHS belongs to the Missouri State High School Activities Association (MSHSAA). In addition, Springfield Catholic High School is a member of the Big Eight Conference.

Administration Guidelines

All local guidelines, policies, and regulations in this student handbook are subject to the Diocesan Catholic School Manual. During the year, the Springfield Catholic Schools administration may need to revise, update and add to guidelines, regulations, and policies included in this student guide. Parents will be given prompt notification.

THE SCHOOL ADMINISTRATOR HAS FINAL RECOURSE OR CAN WAIVE ANY OR ALL REGULATIONS AT THEIR DISCRETION.

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Admission Policy

Springfield Catholic High School admits students of any race, sex, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, sex, color, nationality, or ethnic origin in our admissions policies and any other school-administered program. Christian values are taught to all students.

Springfield Catholic High School attempts to address the unique learning needs of all students within the parameters of the system's human and financial resources according to guidelines. Therefore, students are considered for enrollment when educational resources and programming are available, which can address their specific needs and allow them to succeed.

Immunization

Vaccines are the best way to protect your child from many serious diseases. In addition, according to state law, your child cannot attend school unless adequately immunized.

The general policy of Springfield Catholic High School is that all students must present documentation of up-to-date immunization status as required by the State of Missouri, including the month, day, and year of each immunization, before attending school. Students may be granted a four-day grace period from the first day of school or at the time of enrollment as needed.

We permit the following exception to our general policy:

1. Medical immunization only.
2. Immunizations in progress (“in progress” means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept, and an updated record must be provided to the school. If the appointment is not kept, the child is no longer in progress and is non-compliant.)

The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices recommend your son or daughter receive the following vaccines:

- Meningococcal conjugate vaccine - This protects against bacteria that cause 7

meningitis. Adolescents are at increased risk of this infection; although rare, it kills up to 10% of infected people. Survivors can have long-term complications. Missouri Law infected people, although it requires all incoming 8th graders to have one dose of this vaccine, and 12th graders need two doses unless they received the first dose at age 16 or older. More information is available at this link: [CDC information on Meningitis.](#)

- HPV (Human Papillomavirus) vaccine – HPV, which is recommended but not required, is a common virus that most students will be exposed to at some time in their lives. It has the potential to cause several cancers in some exposed individuals. The vaccine can help to prevent these cancers. The best time to begin this series is at ages 11-12, but older children can and should still receive it. More information on HPV is available at this link: [CDC information on HPV.](#)
- Tdap (tetanus, diphtheria, pertussis) vaccine includes protection against pertussis (whooping cough), which has been rising in the US, especially among children 10-19 years old and babies under age 5. One dose is required for those entering 8th grade.
- Influenza (flu) vaccine – Everyone 6 months and older should receive this vaccine yearly.
- In addition, your child must be adequately vaccinated against Polio, MMR (measles, mumps, rubella), Hepatitis B, and Varicella (chicken pox).

Please make an appointment with your child’s health care professional to be sure their immunizations are up-to-date or call the Springfield Greene County Center for Services at 874-1220 to schedule an appointment. This center provides vaccinations at no cost for those that qualify.

Completed immunization records may be mailed, emailed, or faxed.

SCS School Board

The Springfield Catholic School System School Board is an elected body with general policy-making authority. The School Board establishes and monitors policies regarding the operation of the schools in concurrence with the policies of the Springfield - Cape Girardeau Diocesan School Office. The School Board meets every second Thursday of the month at 7:00 p.m. Meetings are held at Springfield Catholic High School. Meetings are open, and parents are encouraged to attend. Persons wishing to address the Board should contact the Board President or Director of Schools at least two weeks before the meeting to be included on the agenda.

II. ACADEMICS

Bell Schedule 2023-2024

A. Monday/Thursday/House

Block 1	8:00 AM	9:07 AM	
Block 2	9:12 AM	10:19 AM	
Block 3	10:24 AM	11:31 AM Lunch	
		Lunch 1 11:39 PM	12:02 PM
Block 4	11:36 PM	1:06 PM Lunch 2 12:04 PM	12:27 PM
Community/ House	1:11 PM	1:46 PM Lunch 3 12:29 PM	12:52 PM
Block 5	1:51 PM	3:00 PM	

B. Tuesday, & Friday Schedule

Block 1	8:00	9:15	
Block 2	9:20	10:35	
Block 3	10:40	12:20 Lunch	

		Lunch 1 11:07	11:30
		Lunch 2 11:32	11:55
		Lunch 3 11:57	12:20 PM
Block 4	12:25	1:40	

Block 5 1:45 3:00

C. Bell Schedule: Early Release (Noon)

Block 1	8:00 AM	8:45 AM
Block 2	8:50 AM	9:35 AM
Block 3	9:40 AM	10:25 AM
Block 4	10:30 AM	11:15 AM
Block 5	11:20 AM	12:00 PM

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D. Bell Schedule: Assembly and All School Mass Days

Block 1	8:00 AM	9:00 AM	
Mass	9:05 AM	10:05 AM	
Block 2	10:10 AM	11:10 AM LUNCH	
Block 3	11:15 AM	12:45 PM Lunch 1 11:20	11:43

Block 4	12:50 PM	1:50 PM Lunch 2 11:45	12:08
Block 5	1:55 PM	3:00 PM Lunch 3 12:10	12:33

A/B Bell Schedule for one Day

Block A1	8:00	8:35
Block A2	8:40	9:15
Block A3	9:20	9:55
Block A4	10:00	10:35

Block A5	10:40	11:15
	Lunch 1 11:35	11:55 (100-300)
	Lunch 2 11:55	12:20 (200-400)
Block B1	11:20	12:20
Block B2	12:25	1:00
Block B3	1:05	1:40
Block B4	1:45	2:20
Block B5	2:25	3:00

Teachers’ Lunch

1st Lunch

Theology, Social Studies, Family Consumer Science

2nd Lunch

English, Computer Science, Business, Foreign Language

3rd Lunch

Math, Study Hall, Science, PE, Art

Program of Studies

In planning a high school program of studies, students determine their interests, aptitudes, and goals. SCHS offers a curriculum that furnishes a solid foundation for whatever a student chooses after high school. Theology, language arts, mathematics, science, social studies, computer skills, fine arts, practical arts, Spanish/French, and health/physical education form the core curriculum required of all students. Electives in a foreign language, art, music, business skills and practical arts allow flexibility in pursuing personal interests and goals. A description of our complete program of studies and requirements is published online in our SCHS Course Catalog.

Graduation Requirements

COURSES REQUIRED CREDITS

Theology 4

English 4

Social Studies 3 1/2

Government ½
Math 4
Science 3
Debate/Speech ½
Spanish/French 2
Physical Education 1
Health ½
Personal Finance ½
Fine arts 1
Multimedia ½
Electives 7

Total 32

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College Prep Recommendations Technical Prep/Work

Theology 4 Credits Theology 4 Credits English 4 Credits English 4 Credits Social Studies 4 Credits Social Studies 4 Credits Math 4 Credits Math 4 Credits Science 3-4 Credits Science 3 Credits Foreign Language 2-4 Credits Debate ½ Credit Debate ½ Credit Health ½ Credit Health ½ Credit Physical Education 1 Credit Physical Education 1 Credit Fine Arts 1 Credit Fine Arts 1 Credit Practical Arts 1 Credit Practical Arts 1 Credit

Students will be required to have a minimum of four years of math. Traditionally, freshmen will take either Algebra I or Algebra I AB and then follow a sequence of math classes: Geometry or Geometry AB, Algebra II or Algebra II AB; College Algebra; Pre Calculus; Calculus AP until graduation. Math classes taken that follow the given sequence would receive math credits. However, if a student passes a math class but then decides to repeat that same class in a subsequent year, an elective credit would be given instead of another math credit. Likewise, courses taken against the progression would receive a non-weighted elective credit, not a math credit.

Note:

- A student who takes Algebra I in 8th grade or the summer and completes the course with a 93% or above grade before enrolling in SCHS can proceed to the next math class in the progression but will not receive a high school credit.
- A student can enroll in geometry (full-year course) and Algebra II (full-year course) during one school year if a final grade of 93% or higher is earned in Algebra I.
- A minimum of one math course is required yearly.

- Mathematics courses build upon each other. Freshmen-level courses are a prerequisite to sophomore-level courses. Sophomore-level courses are a prerequisite to junior-level courses. Junior-level courses are a prerequisite for senior-level courses. Testing out of mathematics courses is not permitted.

- Students are required to carry a minimum of 8 credits per semester. 12

- Courses not offered at SCHS may be taken as a seated, online, or correspondence course. The credit is accepted as an elective but does not fulfill an SCHS graduation requirement and is not calculated into a student's GPA.

Grading Scale

12 Point Scale

Grade Percent Grade Percent Grade Percent 4.00 = A 93-100 2.66 = B- 80-82
1.33 = D+ 68-69 3.66 = A- 90-92 2.33 = C+ 77-79 1.00 = D 66-67 3.33 = B+ 87-89
2.00 = C 73-76 0.66 = D- 65 3.00 = B 83-86 1.66 = C- 70-72 0.00 = F 64 and
below

Grades are reported eight times a year. Progress reports and Grade Cards are accessible via the parent link. A report card is emailed home at the end of the school year. At the end of the first quarter, formal parent/teacher conferences are held to discuss student progress. Any student receiving a grade of D or F at the time of Parent-Teacher Conferences must schedule a parent-teacher meeting. SCHS reports GPAs using a 12-point scale. SCHS will convert a student's GPA to a 4.00 scale for college admission and scholarship purposes. A school profile will accompany all transcripts.

Advanced Placement

Springfield Catholic offers several Advanced Placement courses. As a result, the Academic Office may need to limit AP enrollment. AP enrollment may be based on standardized test scores, attendance records, grades in related academic courses, and department recommendations.

Advanced Placement courses assign summer assignments. Students who do not complete the summer assignment by the 2nd week in August may allow a student to drop the AP course.

Computer Science

AP English III AP English IV AP World
History AP US History AP Psychology
AP Calculus
AP Chemistry
AP Biology
AP Physics
AP Computer Science Principles AP

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Dual Credit

Springfield Catholic High School offers the following seated Dual Credit courses. Additional online options are offered through Drury University.

AP English IV English 110 and 210 MSU College Algebra

Math 136 MSU

Adv. Comp Speech & Debate COM 120 Fundamentals of Debate MSU

Late Work

Academic Departments will develop late work policies. Students will only be given full credit for assignments turned in on time.

Course Weights

Weighted and Advanced Placement courses are offered additional weights to determine grade point averages. Advanced Placement Courses will receive 1.0 extra grade points. Weighted courses will receive .70 extra grade points. Transfer students will receive credit for weighted classes and Advanced Placement classes. SCHS will indicate the class was weighted (WG)/(AP) on the student's final transcript. However, SCHS will not recognize weighted transferred grades in GPA calculations.

Semester Failure

Each semester stands on its merit. No yearly average is determined. A failure of either semester results in a loss of credit for that semester. Students who fail a semester class necessary for graduation must retake the failed semester(s) in the subsequent summer school or repeat the course the following school year with approval by the Academic Office. Note: Summer School is considered an additional semester in grade point averaging. Therefore, grades earned in Summer School DO NOT cancel or replace an "F" acquired during the regular school year. Both the "F" and the passing grade ARE included in the GPA.

Credit Recovery

Credit recovery courses can be taken through summer school, correspondence, or online courses. SCHS will apply no more than four (4) credit units towards credit recovery and graduation requirements, with no more than two (2) credits applied in one

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subject area. It is the responsibility of the student and their parents to make up for failed courses. Proof of credit must be provided to the Academic Office upon completion.

Online Coursework

Students can enroll in online coursework for credit recovery and enrichment. The following guidelines will be applied to all online coursework.

- Online courses can be used for credit recovery. Credit recovery guidelines will apply (see credit recovery above).
- Online courses will appear on the student's transcript but will be kept from GPA calculations and graduation requirements unless used for credit recovery. SCHS dual credit online courses are the exception.
- Springfield Catholic High School's grading scale will apply to all online coursework.
- Springfield Catholic High School will not weight online advanced placement courses.
- Springfield Catholic High School will not accept online courses offered through SCHS.
- A student must carry a schedule of eight (8) credits per year at Springfield Catholic High School before any online courses can be taken except for dual credit online courses offered at SCHS.
- Springfield Catholic High School will consider all extenuating and unique circumstances when evaluating requests for online coursework

A+ Program

Springfield Catholic participates in the A+ Scholarship Program. A+ allows qualified students to attend a participating public community college, vocational/technical school, or a private two-year vocational/technical school tuition-free. Students can participate in the A+ program if they meet the criteria, which include 50 hours of mentoring or tutoring, demonstrate good citizenship, earn a cumulative high school grade point average of 2.5, and have 95% attendance.

GOCAPS

Springfield Catholic will participate in the Greater Ozarks Centers for Advanced

Professional Studies (GO CAPS) program. This program allows high school seniors to test-drive future career options. In addition, students develop real-world professional skills as they are embedded in partner businesses. GO CAPS allows students to explore their interests in Engineering and Manufacturing, Entrepreneurship, Medicine

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and Health Care, and Technology Solutions. Students attend a morning session (8-10:30 a.m.) or an afternoon session (Noon -2:30 p.m.) daily throughout the school year. These sessions also allow dual credit opportunities through Missouri State University and Ozarks Technical Community College. Students must apply and be accepted for the program. Springfield Catholic High School does not offer tuition reductions for students participating in the GO CAPS program.

Internships

The Internship Program is designed for seniors. It is designed for students who would like to explore a career area. Students are responsible for finding and arranging their own approved Internships. For credit, all paperwork and projects must be completed online through the SCHS website.

Continuance of Enrollment at SCHS

The following continuance guidelines have been set to help the student keep up with the required number of credits to ensure graduation in four years:

- Academic Probation – Any student who has two or more F's, all subjects included, in a semester grade report will be placed on academic probation. If two F's or more appear on their following semester's grade report, the student may be asked to withdraw from SCHS unless they take a similar course in summer school or a correspondence course and receive credit.
- Credits from Summer School and Correspondence Courses – Up to four credits can be earned over four years with not more than two credits in one year. Correspondence credits and summer school credits may be counted toward graduation requirements with prior approval of the Principal. Grades received from these courses will not be used to improve grade point averages.
- Seniors – Seniors who have not met the graduation requirements, including SCHS' Service Hour requirements, will participate in the graduation ceremony, Baccalaureate, awards assembly, class picture, and Project Graduation. The student's diplomas will be presented when the required work is completed.

Incomplete Grades

At the instructor's discretion, the Incomplete quarter grade ("I") may be given to a student who has not completed the work required for a course. This work must be completed within ten school days following that quarter. **If the work is not completed**

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when due, an "I" grade is converted to an "F" unless another extension is granted by the principal.

Adding and Dropping Courses

Classes may be added or dropped per student request within two complete cycles of the AB schedule (the first four days of each semester). Changes beyond this deadline must be teacher-initiated. *AP classes cannot be dropped over the summer after August 11th.*

Academic Records

The school office maintains a permanent record of each student's performance. These records contain absences and tardies, grades in each course, and standardized test scores. Also included on this permanent record is an indication of how a student terminated their career at SCHS, i.e., graduation, withdrawal, or expulsion. Circumstances around termination are included only if pertinent to an accurate academic record. In general, anecdotal notes are not part of permanent files. Upon request, a parent/guardian may inspect a child's record in the school office. Records of minors are not released to anyone without written authorization from the student's parent/guardian. Students 18 years of age may authorize the release of their records.

Record Release

All school items must be returned in good condition, and all fines and fees must be paid in full before student records and reports are issued. These accounts and items include but are not limited to fines and fees, tuition, textbooks, library materials, athletic uniforms, Chromebook, lunch accounts, and property damage restitution. Report cards, transcripts, diplomas, and other student records will be released when all outstanding accounts are paid in full.

Access to Records

SCHS abides by the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and information regarding their student's academic progress unless a court order explicitly states that the non-custodial parent is denied

access to such information. A copy of this decree must be sent to the school in these cases.

Class Rank

The practice of reporting class rank has been discontinued at Springfield Catholic High School. Instead of reporting class rank or percentage in class, a student's G.P.A. will be noted on the transcript, and a G.P.A. distribution chart will be made available on the SCHS school profile.

Honors

To recognize the hard work of many of our high-achieving students, Springfield Catholic High School has established the following levels of Academic Honors: 4.0 or better,

Summa Cum Laude

3.99-3.75, Magna Cum Laude

3.50–3.74, Cum Laude

Academic Honors will be announced at the graduation ceremony.

National Honor Society Qualification and Acceptance

Candidates who fulfill the following requirements will be considered by a committee of faculty members to be inducted into the Shamrock Chapter of the National Honor Society. In addition, the faculty committee and academic counselors will determine a student's eligibility for NHS based on *Leadership, Service, Character, & Scholarship*. Eligibility will be reviewed in the fall of junior and senior years ONLY. The induction will be in the early fall of each academic year.

A student must have a grade point of at least 3.83 to be eligible.

Supervised Study Guidelines

Study hall is a class period for students to study, receive help from the supervising teacher, and complete assigned projects.

To establish an atmosphere conducive to study, the following guidelines are to be enforced:

- Students must bring the necessary books and supplies to study halls. No one may go to lockers.
- Students should not be able to take more than two study halls in one academic year.

- Respectful silence is to be maintained in the study hall.
- Group study is allowed only with the permission of the supervisor. 18

- Permission from teachers for a student to take tests or work with the teachers must be secured and shown to the study hall supervisor before the student may leave the study hall. A signed pass must be presented. (This includes permission to access the media center).

Final Exams

Days are set aside at the end of each semester for final examinations. During final exams, SCHS is on a revised schedule, and students must be in attendance only during their examination time. The exam times are emailed to students so students may have time to make necessary arrangements for conflicts.

Comprehensive finals are worth 15% of the semester grade and will be in all Core Classes: Theology, Math, English, Science, and Social Sciences.

- Classes giving comprehensive finals will not give a chapter/unit test on the last class period of the semester.
- Elective classes may give comprehensive finals at the discretion of the teacher.
- Students may NOT opt out of AP finals.
- Second Semester **Seniors** who achieve a 95% or higher in a class will not be required to take the final.
 - This does not apply to AP or Dual Credit Classes.

Opt-Out Forms

Students can earn two opt-out forms at the end of each semester for good attendance, punctuality, performance, and behavior.

Eligibility to Use Opt-Out Forms

- Achieve a 65% or higher in the class

Loss of Opt-Outs

- Demerits(Dishonesty, Harassment, Disruptive Behavior, Cell Phone, Disrespect, Insubordination, Language, Misuse of Computers, Attendance, Uniform Violations, Punctuality,)
 - 3 Demerits= 1-hour detention

- 6 Demerits = Lose 1 Opt-Out
- 10 Demerits = Lose 2 Opt-Outs

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- 5 absences from any class=Loss of an opt-out from that class
- All suspensions, regardless of in-school suspension (ISS) or out-of-school suspension (OSS), result in forfeiting ALL final exam opt-outs for the semester.

College Visits

Juniors/Seniors may have two days per year for college campus visits. College visits are excused absences. The Academic Office and Administration may approve additional college visits. For the college visit to be approved, a parent/guardian must notify the attendance office via phone or email. Students must make up any missed class work and adhere to the late work policy.

Academic Counseling and Testing

SCHS has academic/college counselors to help students plan their educational programs. The academic counselors also administer standardized tests, oversee requests for schedule changes, assist students with scholarship applications and financial aid forms, schedule college presentations, and distribute information regarding career education. In addition, with the administration's assistance, the department coordinates the following testing program:

9th Grade

PSAT 8/9
Pre ACT

10th Grade

PSAT NMSQT
Pre ACT

11th Grade

PSAT/NMSQT

All students 9-12 will take the ARK Test every year.

The ACT, SAT, and SAT Subject tests are administered several times throughout the year at approved testing sites throughout the area. A student must sign up on ACT.org or Collegeboard.org for the SAT/SAT

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Subject tests. *Students may be assessed a fee to cover the cost of these tests.*

Early Graduation

As a general rule Springfield Catholic High School does not allow for early graduation; however exceptions may be made upon a parent's/guardian's request and at the discretion of the Principal and Director of Schools. All senior graduation requirements for Springfield Catholic High School must be fulfilled.

III. SCHOOL LIFE

Religious Foundation and Worship Services

Our faith is at the core of our school day. Students, faculty, and staff participate in daily prayer. They are given opportunities for regular Mass attendance, special prayer services, Adoration, Reconciliation, Stations of the Cross, recitation of the rosary, and other seasonal practices of the Catholic Faith. All-School Mass is scheduled monthly and is not expected to replace your Mass obligation on the weekend. The school staff and students can attend daily Mass before or after school.

One annual retreat is required for ALL students. Class retreats are scheduled. Students who miss a class retreat must arrange a make-up with their Theology teacher.

All students attending SCHS will attend and fully participate in all religious activities offered as part of our school program.

Christian Service/Community Service

Students must complete stewardship hours for each of their four years at SCHS. Hours must be pre-approved before completion by their theology teacher.

- Freshman –10 stewardship hours; 2 hours must be with parish/church
- Sophomore –15 stewardship hours

- Junior –20 stewardship hours
- Senior –25 stewardship hours
- Students need at least 70 hours to graduate from SCHS

Students may complete additional hours beyond the requirement for the year. These 21

hours will be recognized and celebrated through the following stewardship awards.

- 120 hours – Dorothy Day Stewardship Recognition
- 240 hours – St. Vincent de Paul Stewardship Achievement
- 360 hours – St. Mother Teresa of Calcutta

SCHS students will log service hours and check service opportunities on X2Vol. Hours may be completed beginning the first day of summer vacation preceding the current school year. They must be completed outside of school hours unless permission is given by the theology teacher, campus minister, or Administration. Theology teachers will give a grade or points for service hours and reflection papers.

Definition

Community Service is work completed without pay or other tangible benefits to aid the following communities: school, neighborhood, church, or civic organization. Good works, such as babysitting or yard work performed for family or friends, do not count in fulfilling the community service requirement. There may be exceptions to this, though. Check with your theology teacher about these exceptions. All 9th-grade students MUST complete two service hours for their church or parish. This may include greeter, altar server, choir, Eucharistic Minister, and reader.

Penalties

Should SCHS receive complaints of apathy, negativity, or defiant attitudes contrary to stewardship and the Christian perspective of joyful and generous service, the student must repeat those hours. Not completing stewardship hours or falsifying the verification form will result in a lower grade in the related religion course. In addition, if it is the student's senior year and that student has not met the total hour requirement, SCHS will hold their diploma until the service hours are completed.

Expectations

Parish coordinators, organizations, and volunteer services spend much time and effort planning and arranging schedules. When students do not follow through with their commitment, it causes those organizations serious frustrations. Students are expected to show up and be on time for the service they commit to serving.

Evaluation

Students must complete yearly service hours and record the hours in X2Vol. In addition, students need to complete a theological reflection paper which the individual grade level teacher will detail, and the individual teacher will also assign the due date. ***The grade for the theological reflection will be equivalent to a fourth-quarter test or project grade.

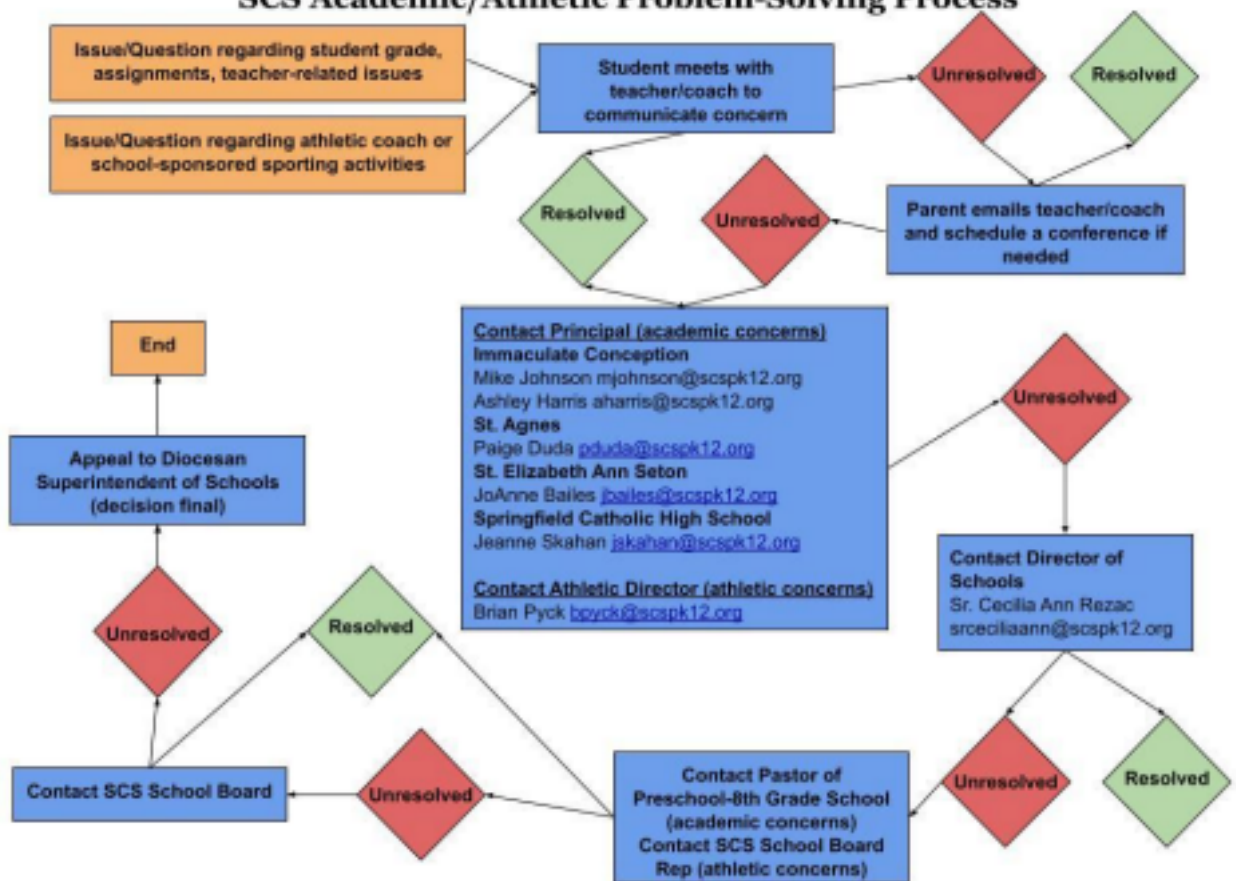
Ambassadors

The Springfield Catholic High School Ambassadors are Springfield Catholic High School's official hosts and hostesses. These students will represent SCHS at both school and community events. Students must commit to serving as ambassadors at events that could take place after school hours, before school hours, and on the weekends. In addition, ambassadors must attend a training session. Ambassadors must also sign an Ambassador Contract addressing personal, social, and academic expectations.

Communications

- The school system's website address is www.scspk12.org. The school reserves the right to use student pictures and names in publications and on the school's website. Any parent who does not wish their child's photo and or name used must notify the school principal in writing.
- The principal will communicate as needed to both parents & students. Activities and sporting events are published on the high school calendar. (www.scspk12.org/highschool) Parents and students are encouraged to check the school website for announcements, upcoming events, and special activities.
- It is presumed that students are aware of any announcement presented on the P.A. system. Therefore, any posted signs are to be respected. Graffiti and marring of signs are not tolerated. Nothing may be posted on the bulletin board or in the hallways without permission from the administration.
- Sometimes, conversations are needed to clarify or resolve situations between student/teacher and student/coach. A respectful attitude is required for such discussions. Most concerns can be resolved in the spirit of Christian charity, where all parties learn and grow. Teachers and coaches are not obligated to explain every decision, grade, rule, etc.
- The Flow-Chart below explains the lines of communication.

SCS Academic/Athletic Problem-Solving Process



Graduation Cords

Springfield Catholic offers a variety of curricular and extracurricular activities. Not all clubs or activities offer cords at graduation. If a CORD is given at graduation, Cord Qualifications must be given to Administration in September, and members must be informed of the requirements in writing.

Code of Conduct for Student Activities Participation in student activities is a privilege, not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes regular and punctual attendance and quality of conduct that promotes the school's best interests. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activity, the school, and the community.

Student activities at Springfield Catholic High School provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a group. Although student activities are essential for the overall development of students, they must necessarily be of secondary importance. Regular classroom work must come first.

Students who attend Springfield Catholic High School should model Christian conduct and decorum while at school, during all school-sponsored events, and when representing our school.

When students attend events/activities as representatives of Springfield Catholic High School representatives, their conduct reflects on themselves, their families, and the entire school and Church community. Hence, behavior outside of school that harms our school's image or displays attitudes contrary to Catholic beliefs and practices may result in disciplinary action.

Co-curricular Eligibility

To participate in any co-curricular activities, the following standards must be met:

- Meet all academic, age, transfer, residency, etc., requirements of the Missouri State High School Activities Association (MSHSAA) and SCHS in co-curricular activities regulated by the association, including but not limited to: interscholastic athletics, music, speech and debate, clubs and organizations.
- According to MSHSAA guidelines, a student must complete a minimum of 4.0 credits per semester to maintain eligibility.

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- Students receiving more than one failing grade are ineligible to participate in co-curricular activities at the end of 1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester.
- If a student earns two failing grades in the second semester, they are academically ineligible for the first quarter of the following year unless credit is made in summer school.
- Any senior who fails to complete a graduation requirement will be ineligible immediately.
- A Student must agree to participate in the team/organization actively. • A student must agree to abide by all rules established by the advisor/coach established.
- A student must be a good school citizen as determined by the administration in consultation with the faculty.

Attendance Requirements

A student must attend a full school day of school to practice or participate in any of the day's co-curricular activities unless the building administration excuses them.

Transfer Student's Eligibility

To preserve our eligibility for interscholastic competition, SCHS abides by the rules of MSHSAA concerning transfer students. In certain situations, students transferring from another secondary school might be ineligible to participate in interscholastic varsity competitions for one calendar year from the time of enrollment at SCHS. Eligibility must

be investigated, not assumed. Students with questions concerning their eligibility should contact the athletic director or the principal.

Athletic Eligibility

SCHS is a member of the Missouri State High School Activities Association (MSHSAA) and subscribes to the association's athletic eligibility rules. MSHSAA has eligibility rules governing transfer students, age, physicals, academic requirements, etc., which our school follows to participate in their interscholastic events, i.e., speech, drama, music, sports, etc. Questions regarding eligibility should be directed to the faculty sponsor/athletic director, academic advisor, or administration. Eligibility rules are published and are available to students and parents.

Interscholastic Activities

SCHS participates in interscholastic girls' volleyball, football, cross-country, tennis, basketball, baseball, track and field, golf, cheerleading, soccer, softball, vocal and

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instrumental music, speech & debate, and dance. The administration reserves the right to cancel any sport due to a lack of interest/participation, financial considerations, MSHSAA rulings, and a lack of qualified personnel to coach.

Physicals

The MSHSAA by-laws provide that a student shall not be permitted to practice or compete for a school until it has the following form completed: MSHSAA Medical Eligibility Form (Step 3) A physical at the 9th and 11th-grade levels at the beginning of the year is sufficient for all seasons unless a physical problem is detected. In addition, all-new transfer students must have an athletic physical to compete in athletics.

Recognition: School Letters

School letters may be earned for participation in music, debate, athletics, or other MSHSAA programs.

Dances

Only SCHS students and their guests are admitted to dances. The guest's administration must approve guests from other schools. Guests must be enrolled in high school. Guests for prom, maybe one year removed from high school graduation. All students and their guests are expected to follow these rules:

- A student must attend a full school day on the day of the dance or, if it falls on

Saturday, must attend the previous full school day.

- Students must come into the dance promptly and not loiter in the parking lot.
- Food and drink may not be brought into the dance.
- Students must wear appropriate attire; Dances are considered semi-formal events, and jeans are not considered semi-formal attire.
- Students may wear jeans to mixers.
- Smoking or vaping is never permitted on campus, including at dances. ● School policy on controlled substances and alcohol is always in effect, including at dances. Law Enforcement will be called.
- When a student leaves a dance, they may not return.
- Inappropriate displays of affection are not allowed at dances. Inappropriate dancing will not be allowed.
- Lent is a time of sacrifice and an inappropriate time for a dance.

DANCE Dress Code

- **Students must not wear apparel that reveals visible cleavage or undergarments.**

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- **Apparel should be no shorter than mid-thigh in the front and the back.**
- **Slits should not be higher than mid-thigh.**
- **No side cut-out and no part of the midriff should be exposed. ● No two-piece garments that expose the torso's front, side, or entire midriff of the torso.**
- **When in doubt, get the apparel approved before the dance!**
- **Boys should wear a sports coat & tie to Prom.**

Facilities

The school building receives a great deal of wear and tear. Each student can help keep the wear and tear to a minimum by properly disposing of trash; keeping shoes clean; putting lunch trays, etc., in their proper location. Students are held responsible for any damage they cause. The administration handles malicious vandalism seriously. Any damage should immediately be reported to the main office, administration, and maintenance department. Food or drink is not allowed in the chapel, library, and auditorium at any time. (The only exception is water). Classroom teachers may also restrict food and drinks in their classrooms.

Auditorium

The auditorium is a comfortable space for school productions, assemblies, and meetings. Students are expected to sit appropriately, e.g., with feet on the floor, no legs over the seats, etc. All activities in the auditorium are scheduled through the administrative offices.

Chapel

Students should exhibit appropriate reverence for the chapel and all prayer spaces. The chapel will have no laptop use, food or drink, or rowdy behavior in the chapel. Remember that the chapel is the House of God; we always enter it respectfully.

Gymnasium,

All activities in the gym are scheduled through the athletic department or administration. Students are not allowed in the gym unless under the direct supervision of a teacher/coach. Street shoes are not worn on the gym floor during physical education classes, athletic practices, and events. Gym shoes are needed for these times. Because of safety and security concerns, students may never work out alone in the weight room. A teacher/coach must be present. Student locker rooms are an extension of the gymnasium facility. Students will be held responsible for any improper use or vandalism in the locker rooms. Cell phones and cameras may never be used in locker rooms.

Library Media Center

Upon receipt of the signed Acceptable Use Policy and Technology Agreement, each student will be issued a Chromebook, given computer privileges, and allowed to use the computer network in the school. (See Electronic Information Resources Guidelines) The media center's circulation desk will provide help with any Chromebook issues. If repairs are needed that require leaving a device, an alternative laptop will be checked out during the repair period, if available. Students are responsible for the device on loan, following the technology agreement. Loaner Chromebooks are available for checkout on a \$5 per day basis, being due back in the media center by the end of the day. Any device not returned will continue to accumulate rental fees of \$5 per day up to \$25. Students are responsible for loss or damage to loaned devices like their regular Chromebook, as stated in the technology agreement.

SCHS provides an online interactive catalog (Atrium) for accessing library materials. The media center also subscribes to various online books and databases. Atrium and the online subscription sources are accessible to students from any computer with internet access through the LMC website. SCHS strongly encourages all students to have a current library card from the Springfield-Greene County Library to utilize the databases and interlibrary loan services.

Students are encouraged to come to the Library Media Center for study, research, collaboration, reading, projects, and technology needs. Makerspace equipment is also available in the LMC on a limited checkout basis. To facilitate the study needs of all

students, an atmosphere of respect and consideration of fellow students and others is expected. Therefore, all students coming to the LMC during class must have a pass from their classroom teacher and remain until the end of the class period unless permission is given otherwise. No pass is required before or after school or for picking up printing. A maximum of 25 patrons will be allowed in the main LMC anytime after 8 a.m.

Printing services are offered in the library for a fee. Students are *strongly encouraged* to deposit funds in their printing account at the beginning of the year and periodically throughout the year as needed. Chromebook printing will be frozen when accounts reach \$ -1.00. Various class and computer supplies are also available for purchase in the library. Cash or a check is required, and no credit sales are available. Students must check out library materials for class study, research, and/or pleasure. These items should also be returned promptly and in good condition. According to school policy, replacement/repair costs will be assessed for lost/damaged items will be assessed. Fines are imposed in appropriate circumstances. All materials should be returned, and debts paid by the designated day at the end of the school year.

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See the Library Media Center website for further access and information at www.springfieldcatholicmediacenter.weebly.com or follow the Springfield Catholic High School website links.

Offices

Students are welcome in the school office, especially when they need to conduct school business. Most business, except emergencies, should be handled before school hours, at lunch, or after school, not during class. With the teacher's approval, students may use the classroom telephone.

Staff - Faculty Rooms

Equipment in the faculty workroom is only for faculty/staff use. This includes but is not limited to photocopiers. Students are not allowed in the faculty/staff lounge and workroom without a teacher's permission.

Snow Days/School Closings

On days when unusual weather conditions exist, school closings will be announced on the REMIND text system, SCHS App, local radio, and television stations. The Director of Springfield Catholic Schools will determine if the school is closed. On the first snow day, the school will be closed. Any inclement weather day after that will be a Distance Learning Day. We do not usually close early during the school day because of the

weather; however, parents/guardians may pick up their children early if they are concerned about the weather. Please notify the school by phone.

IV. SCHOOL POLICIES AND REGULATIONS

Guidelines for Students with Special Needs Diocesan Policy #1.42 A

The goal of educating students with special needs—whether their need relates to academics, health, physical, social, or emotional concerns—is the successful mastery of the regular curriculum in the regular classroom setting.

Springfield Catholic High School provides for a normal range of learning differences and

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serves students whose instructional program requires minimal adjustments. SCHS does not offer direct, special education instruction. However, it provides administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Individual Service Plan. The public school district offers direct special education services where the child resides with input and support from Springfield Catholic High School.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students individually determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the needed support to show what they know and understand.

Springfield Catholic High School strives to address and make appropriate adjustments for special learning needs, but sometimes, it may not be feasible. If SCHS does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, Springfield Catholic High School will attempt to assist families in finding appropriate alternatives.

School Guidelines for 504 Plan

“The system does not offer direct, special education instruction.” (Policy 1.42A) The 504 Plan has been developed to ensure that a child with a documented disability receives accommodations to the general curriculum, environment, assessment, and instruction to provide opportunities for increased achievement within the classroom setting with minimal adjustments. The plan is designed to help students with disabilities learn alongside their peers. Not all students with disabilities require accommodations for success; therefore, a student must have a parental request for the 504 Plan, must have a medical diagnosis to be considered for this plan, AND must be failing to thrive academically after documented interventions and tutoring have been unsuccessful. Once the request and necessary documentation is compiled, the team consisting of the classroom teacher, the student services coordinator, and the school principal will compile all data for review and complete a plan for implementation if the criteria are met. The team will meet with the parents to discuss the process and its outcome. If a 504 Plan is implemented, a review of the plan will occur annually involving the parents and the team identified above.

Residence

Any student attending SCHS is required to be living with one of the following:

- The student’s parent(s)
- A legal guardian
- A person who has been given a power of attorney by a natural parent (According to Missouri statute, Sec. 475.024, RSMO1994, a parent of a minor child may delegate to another individual, for one year, any of the parent’s rights, including the care and custody of the minor child, except for consenting to marriage or the adoption of a minor child).
- A written notification will be on file, identifying the student's residence. Should a student be living with anyone other than one of the above-stated parties, the student will be suspended according to procedures of the local school policy.

Tuition

Please refer to School Board policies: 1.21, 1.21A, 1.22, and 1.23 for all information related to tuition, or contact our Central Office at 417-865-5567.

Textbooks and fees

The school furnishes textbooks for student use. Once a textbook is assigned to a student, it is considered a loan. Therefore, the student to whom the textbooks are issued is responsible for returning them to the school. If books are lost, stolen, damaged, etc., the student must pay a replacement cost which the administration will determine.

Some courses also necessitate supplemental textbooks and fees for materials. Additional fees are assessed for graduation, transcripts (no charge for current SCHS Students), and field trips/retreats. Students must also provide their consumables and personal materials, i.e., paper, locks, notebooks, pens, funds for printing documents, etc.

Procedure: New/Transfer Student

All students 9-12 will be admitted on a probationary basis. Students currently enrolled in one of the Springfield Catholic Schools are not considered transfer students.

Transfer students will be accepted on a probationary status for 90 days, starting with the first day of attendance. Anytime during the probationary period, the administrator may:

- remove the probationary status of the student
- extend the probationary status of the student

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- dismiss the student from school

An evaluation form must be completed by the school last attended. Parents/guardians must sign a "Permission to Release Records" form requesting records from the previous school. The administrator will interview with parent(s)/guardian(s) and student. The administrator, academic advisor, and registrar may contact the former school(s) regarding the student's educational history. Only students in good standing at their prior school will be considered for enrollment. All medical records required by the state and federal government must be in place and on file with the school nurse before enrollment and attendance. The student's transcript will be reviewed during the personal interview. Other records and grades, which are requested, must be made available within a reasonable period of time. Accepted students are expected to keep pace with everyday classwork. The student and the parents/guardian are responsible for maintaining the student's progress. The administration decides enrollment and placement.

Reinstatement of Students

A student who leaves the school in good standing may be reinstated if space is available in the given class. Further deliberation is given to a student who leaves Catholic High a second time for reasons other than a change of residence and requests readmission. Students not in good standing at departure are only re-admitted on a probationary basis.

Student Attendance

Regular and punctual attendance is required of each student in the school system. A student who is truant or absent from school without a satisfactory excuse can be subject to disciplinary action by the school administrator. The school for each student will maintain a comprehensive system of attendance records.

Absent students must abide by the following regulations:

- On the day of the absence, a parent/guardian must telephone or email an excuse to the school office by 8:00 a.m. otherwise, the office will contact the parent to certify the absence is legitimate.
- The absent student is responsible for contacting their teachers to determine what assignments must be made up. The student has total responsibility for making up missed work.
- A student who becomes ill during the day must report to the school nurse, so a parent/guardian can be notified. In addition, students are not allowed to leave school without permission from the school nurse and must sign out in the office.
- A student must attend a full school day to practice or participate in any of the day's co-curricular activities unless the building administration has excused them.

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- ***Any student who needs to miss school hours for medical care must submit a note from the medical office within 24 hours of their return to school. If a note is not received within 24 hours, the absence will be unexcused, and penalties will be administered accordingly. Phone calls or notes from parents won't suffice for a physician's note. In addition, a medical facility/physician note is required before a student can participate in extracurricular activities.***
- ***Any student who misses more than 5 class periods from any class forfeits that class' opt-out. Students missing more than 10 class periods may forfeit credit from the class.***

Excused Absence

The parent must contact the school office within 24 hours when a student is absent. If the absence is not reported by the parent/guardian, the absence will be unexcused. A parent/guardian notification is required for an absence to be excused. Classwork and tests may be made up for excused absences within one week after the student returns or as directed by class teachers.

Unexcused Absence

The school reserves the right to declare an absence unexcused, e.g., seniors will not be

excused from school to have their senior pictures taken or for senior skip day. Students who dismiss themselves from class without their parents and school's permission are considered truant and unexcused. When an absence is unexcused by the school, or when a student is truant, the student loses all credit for tests and class work for days or periods missed.

Excessive Absences

If a student accrues more than ten (10) or excused and/or unexcused absences during a semester, the student may lose credit in that class. A warning letter will be sent home after the 7th absence per course. Absences can lead to the loss of an opt-out (s). Refer to **Lose of Opt-Out Policy**.

Absence Policy Exceptions

Approved, school-sponsored, out-of-school activities (i.e., field trips, school activities or events, funerals, etc.) are not counted as absences for purposes of the "Excessive Absence" policy above. Absences resulting from significant acute or chronic medical conditions may provide the basis for an exception. A physician must verify all such conditions in writing. The parent/guardian of a student who must miss more than 10 sessions of any class due to hospitalization, prolonged illness, or other good cause should request an exception to the "Excessive Absence" policy in writing before the

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absence takes place.

Absence Policy Appeal Process

If loss of credit automatically results due to excessive absence, a student may appeal by contacting the principal in writing. Written documentation and explanation for the exception are the responsibility of the student. Students who have accrued eleven absences may appeal:

- because excessive absences are for a good reason
- to obtain an extension of the number of absences allowed before credit is lost
- for other appropriate relief within the context of this policy.

Anticipated Absence: Caused by Family Vacation or Parent Travel

Springfield Catholic Schools discourages absences due to family vacations or parent/guardian travel and strongly urges parents/guardians to give serious consideration to the consequences for the student. ***When such an absence must occur, the responsibility for completing assignments missed tests solely with the student.*** Informing SCHS of a decision to take a student out of school is the parent's/guardian's responsibility. The procedure is as follows:

- A note must be sent to the office no closer than one week before the first day of the

anticipated absence. This note is initiated and dated by the principal indicating that the school has been informed of this absence. This note is then placed in the student's attendance file.

- The student must notify their teachers of the coming absence no closer than one week before the first day of the anticipated absence.

Tardies

Punctuality is a habit every individual should strive to develop. Students must be with assigned teachers at the beginning of each class period except in emergencies. Students must know and comply with class and school tardy regulations/consequences. Tardies are recorded in the office and by the teacher and posted via the parent web. Late students must report to the school office for a Class Admit Pass. Students over 30 minutes late are considered absent for the entire class period. Chronic tardiness adversely affects a student's learning and possibly their academic grade. Tardies will count toward detention time on a **semester basis and loss of final exam opt-outs**.

Loss of Opt-Outs

- Demerits: Dishonesty, Harassment, Disruptive Behavior, Cell Phone, Disrespect, Insubordination, Language, Misuse of Computers, Attendance, Uniform Violations, Punctuality/Tardies

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- 3 Demerits= 1-hour detention
- 6 Demerits = Lose 1 Opt-Out
- 10 Demerits = Lose 2 Opt-Outs

Off-campus permits

Students are not permitted to leave the school grounds during the school day without the approval of custodial parent(s) or guardian(s) and school officials. Usually, parental permission must be in writing except in cases of emergency. Any oral parental consent accepted must later be confirmed in writing. Students must obtain off-campus permits before leaving school. These permits are issued following this procedure:

- The student presents the written parental excuse to office personnel before 8:00 a.m. on their anticipated absence. The student is given a permit, which should be presented to their instructor before leaving school.
- A student going to a medical/dental appointment should return with written confirmation supplied by the doctor/dentist. (Normally, a student should not miss more than two hours of class for a medical/dental appointment.)

Supervision

Springfield Catholic High School is open from 7:00 a.m. - 3:30 p.m. each school day. Classes begin at 8:00 a.m. and dismiss at 3:00 p.m. Monday through Friday. Noon dismissals are scheduled for the second Friday of the month. (See the school calendar for additional early dismissal days).

Students arriving before 7:30 a.m. or staying after 3:30 p.m. must receive instructional help from a teacher, studying/working quietly, or participate in extracurricular activities. The school is not responsible for students who arrive before 7:30 a.m. or stay after 3:30 p.m. unless they are being supervised by a teacher/coach.

SCHS Dress Code 2023-2024

Because the teen years are marked by independence and self-expression, teenagers generally reject the idea of a uniform since it restricts their individuality and forces a sense of conformity when they struggle to define themselves.

Despite this reality, it is vital to communicate the importance of a uniform in the larger context of what Springfield Catholic prepares our students for. We consider pride in one's appearance an essential mark of the mature person and expect each student to reflect that pride by consistently manifesting a respectable and appropriate appearance.

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Springfield Catholic uniquely combines the academic, spiritual, athletic, and extracurricular, successfully integrating learning, faith, and service. From the first moment a student sets foot in the school, they get the impression of entering a formative environment illuminated by the light of faith.

This atmosphere is vital to learning, especially in forming Christian attitudes and values and affirming our Catholic identity. Ideally, this sense of the structured form of the whole Christian person should be understood as a seamless continuation of the primary educational experience of many of our students who were formed in the Springfield Catholic School System.

Springfield Catholic has established a dress code, appearance, and expectations conducive to a serious academic and values-oriented environment. The uniform positively contributes to this effort by forming character and instilling a sense of self-discipline that empowers students to develop an appreciation for the greater good of all. It also promotes those skills and graces needed to act responsibly and successfully in adult society.

Uniforms can be purchased at either **DeSales Catholic Book Store**, 210 East Sunshine in the Wedgewood Shopping Center, or **Land's End** under the apparel tab from the SCHS website. The SCHS dress codes are outlined below. Highlighted items are the most infractions.

Mass Dress Code

All school Masses are held monthly and posted on our school calendar. Students must be in the Mass dress code for the entire day. The Mass dress code consists of the following:

Boys

School ties *must be* purchased from the vendor, DeSales Catholic Bookstore

- White oxford dress shirt tucked in
- Khaki pants, no cargo
- Nice shoes. Shoes that are not worn on regular school days.
- Brown or black belt

Girls

- White Polo Shirt with SC embroidered *must be* purchased from DeSales or Land's End. (Grades 9-12)

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- School khaki skirts/skorts no more than 3" above the knee. (Grades 9-12) ●

Dress in khaki pants. (Grades 9-12)

- Shoes- Flats with closed-toe and no open back, Shoes that are not worn on regular school days.
- Navy Sweater with SC embroidered purchased from Lands End or DeSales. (Grades 9-12)

Regular School Day Dress 2023-24

Boys

Tops

- Navy, Green, or White with the SC logo. Must be purchased from DeSales or Land's End. Required
- Optional Sweatshirts or Jackets: **Springfield Catholic sweatshirts or jackets purchased from Team Store or DeSales.**

Bottoms

- Khaki or Navy blue pants, no cargo
- Khaki shorts/No underwear showing

General Appearance – Boys

- No “extraordinary” belts or other accessories will be allowed. Belts are to be traditional with a buckle. Chains, hooks, keys, rings, excessive necklaces or bracelets, or any such items hanging from the person are not permitted. Hats are not allowed during the school day.
- Gentlemen shall be clean-shaven. Beards, mustaches, and extremes in grooming and hair color are prohibited. Hair should be well groomed, off of the shirt collar, and clear of eyebrows. Boys may wear hair in a ponytail. Sideburns may not extend onto the cheeks or face or below the earlobe.
- No visible tattoos or ink markings on the skin are allowed
- Boots and flip-flops are not allowed. Sandals with a backstrap are acceptable.

Girls

Tops

- Navy, Green, or White SC logo Required

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- Optional Sweatshirt or Jacket: **Springfield Catholic sweatshirts or jackets purchased from Team Store or DeSales.**

Bottoms

- Khaki or Navy pants, no cargo, can be purchased from any vendor (9-12)
- Khaki or Navy shorts with 9 1/2 inseam.
- Khaki or Navy Skirts/skort with full or side pleats must be purchased from Lands' End, or DeSales **Skirts/skort should not exceed 3 inches above the knee. (Grades 9-12)**
 - **Girls in grades 9-12 who violate the skirt/skort length must wear khaki or Navy pants.**

General Appearance – Girls

- Jewelry, belts, and hairstyles should be modest and tasteful. Extremes in grooming and extremes in hairstyles, including color, are not allowed.

- Camisoles or tank tops hanging below the un-tucked uniform shirt are strictly prohibited.
- Only ears may be pierced. **NO Nose piercings.**
- No visible tattoos or ink markings on the skin are allowed.
- Boots and flip-flops are not allowed. Sandals with a strap are acceptable.

It is the responsibility of the student and parent to ensure proper attire before arrival at school. All students must be in uniform upon arrival and remain in uniform throughout the school day. (The only exceptions are A.M. weight training and first block physical education.) The school administration reserves the right to deem clothing inappropriate or immodest.

Any student not in uniform may be issued a demerit and be sent home to change into uniform. Should this occur, parents, will be notified, and missed class time will be unexcused. The consequences for an unexcused absence will be followed.

Adherence to the dress code is a condition for attendance at SCHS.

Demerits will be issued to girls wearing skirts/skorts shorter than 3 inches above their knees. Girls must not roll skirts. Shorts must have a 9 1/2 inch inseam. Boys will not be allowed boxers/ underwear to show under their shorts.

CLOTHING FOR PHYSICAL EDUCATION CLASSES

In Physical Education, it is necessary for all students to be dressed appropriately or "dressed out" for the student and the class as a whole to reach a maximum level of participation. Therefore, the following dress rules are established:

- Each student in P. E. will wear proper attire daily.

Proper attire will consist of the following:

- o Tennis or court shoes clean enough for use in the gym
- o Socks
- o Shorts of a reasonable length or sweatpants
- o Any SCHS T-shirt
- The teachers reserve the right to determine if a gym suit is inappropriate. If it is determined that attire is improper, the student will be warned to get proper clothing for the next gym class. Gym clothing will be kept clean and in good repair. Torn or tattered

clothing will not be permitted.

Out-of-Uniform Days

Students are expected to be modest and appropriate on non-uniform days. Shirts, blouses, and tops must be long enough to cover the midriff when arms are extended upward. If wearing leggings, shirts must reach the ends of the student's thumbs and completely cover the torso. Tank tops, spaghetti straps, and tops with revealing necklines or those that allow undergarments to be visible are not to be worn. Clothing, including jeans, may not be torn or raveled. Skirts, skorts, and shorts must not exceed 3 inches above the knee. For safety reasons, sandals, flip-flops, open-toe, and open-backed shoes are not to be worn at any time. At all other times, students are expected to comply with the requirements of the uniform. Students not complying will be asked to change. The school administration, when appropriate, must arrange special exceptions to this requirement before the non-uniform day.

If the administration determines that a student's appearance is distracting to the educational process at Springfield Catholic Schools or diminishes the reputation of the school, they will request that the student make modifications and will expect that the parents will cooperate with and help to enforce these requests.

Emergency Information

The school must have an emergency form on file for each student in the school. An Emergency Form should have been completed during the registration process. If any information on the emergency form changes, it is very important that the school be

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notified immediately. It is also very important that one custodial parent or a designated responsible person be easily and quickly reached during the school day. If you are going to be out of town, we ask that you advise us of the procedure that we should follow in your absence. Please do this in writing so that it can be temporarily attached to the emergency form.

Electronic Information Resources Guidelines

Computer and electronic information services, including the Internet, are available to students at our school. Springfield Catholic High School strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. Springfield Catholic High School will make every effort to protect

students and teachers from any misuse or abuse as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interactions with the information service. While electronic information resources offer tremendous opportunities for educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and parents.

The use of the information system is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The administration will decide what appropriate use is. The administration of Springfield Catholic High School may deny, revoke, or suspend specific user accounts at any time it deems necessary. Inappropriate use includes, but is not limited to these violations (see complete Acceptable Use Policy on website):

- Using the network to send or receive email during the school day for **non-academic use**
- Using the network for commercial activities for profit or product advertisement
- Using copyrighted material in reports without permission
- Using the system for illegal purposes
- Degrading or disrupting equipment or system performance
- Using the network to access a file that contains pornography or racist content
- Using the network to send/receive inflammatory messages
- Vandalizing the system and/or damaging the software components
- Using the network to improperly access, misappropriate, or misuse the files, data, or information of others
- Using the network to send/receive a message that is inconsistent with the school's code of conduct
- Using the network to send/receive messages that are sexist and contain obscenities

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- Using the network to provide addresses or other personal information that others may use inappropriately
- Using the network for sending and receiving a large number of personal messages
- Using the network for chat rooms and instant messaging

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to disciplinary action or prosecution. All users and their parents must sign the SCHS Technology Policies Acceptance Form before being issued a Chromebook or using any other school device. Please read the SCHS Technology Policies located under the ABOUT tab on the Springfield Catholic High School's web page.

When signed by the student and their guardian/parent, the SCHS Technology Policies Acceptance Form becomes a legally binding contract. Springfield Catholic High School must have the student's signature and that of their guardian/parent before the student

will be provided with an access account. If any user violates these provisions, access to the computer/electronic information services may be denied, and the student will be subject to disciplinary action.

Photographs of Students

During the school year, staff of Springfield Catholic Schools, as well as media representatives, may want to interview, photograph, or videotape your students for use in publications, television reports, public presentations, and websites. The photographs may be of groups of students or individuals, and the students' names may be used. For student protection online, a student's photo and last name will usually not appear together on school or System websites but may appear in printed materials, newspapers, and the news media. Thank you for your cooperation in helping us highlight the good work and efforts of our learners and instructors and for helping to spread the good news about our school. If you DO NOT want your child's photograph used by SCHS and media representatives, please inform the school office in writing.

Emergency Drills

Earthquake, fire, intruder, and storm drills are held throughout the school year. Notices are posted in every classroom and throughout the building with directions on the proper procedures to follow in an emergency. Springfield Catholic Schools has a written Crisis Management Plan. This Plan is on file in the school office and is available for parents upon request.

Vehicles/Parking Lot

Using a car on school property is a privilege granted by Springfield Catholic High School granted. The driver and vehicle owner accepts full responsibility for the vehicle while on campus or at school functions off campus. Springfield Catholic Schools does not accept responsibility for damage to vehicles nor thefts from vehicles, or thefts of vehicles while on campus or at school functions. Students should refrain from bringing valuables to school or leaving them in their vehicles. All vehicles parked on Springfield Catholic High School's campus must be registered with the school office. Parking tags must be hung from the rear-view mirror. Failure to hang a parking tag may result in a fine. Vehicles may be parked in authorized areas and in designated parking spaces only. Vehicles must be operated safely. This includes but is not limited to state motor laws: no speeding, no reckless driving, and no driving without a license.

The speed limit on school grounds is ten mph. Students are not permitted to go to cars

during the school day without permission. Students may not sit in parked cars during the school day. Students may not sell or transfer a permit to another person. The permit in the vehicle's front window permit must match the vehicle described on the registration form. Students who begin to drive a different vehicle to school or receive new license plates must notify the school office of such changes. A student may purchase a replacement permit from the office for \$5.00 if a parking permit is lost. All drivers must adhere to all posted traffic regulations. The road/drive entering the parking lot is one-way, and exit/Berkeley is one-way. **Parking violations may result in demerits, fines, suspensions/forfeiting parking permits, and revoking campus driving privileges.**

Springfield Catholic High School's parking lot is off-limits/closed when school is not in session and when school activities are not scheduled. Students violating this policy may face trespassing consequences with local authorities.

Bus Safety

SCHS maintains a bus for student activity use. The bus is scheduled through the athletic director. Bus rules are as follows:

- The bus driver is in charge of the bus and is assisted by coaches/advisors and/or chaperones.
- No "horseplay" is allowed
- No glass containers/bottles may be brought on the bus.
- Students use the front door to enter and exit the bus.
- The emergency exit, located in the back of the bus, is only used in emergencies.
- Students may not stand up or walk around in the bus while the bus is in motion.

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- Nothing is ever thrown from the bus.
- Hands, heads, feet, etc., must remain inside the bus (not hanging out the windows.) Any student who rides the bus to a school activity must return from that activity unless direct parental contact is made with the advisor/coach on the bus.
- Voices, music players, mps3, etc., must be kept at a reasonable volume. ● Students must clean the bus upon return. A trash container will be provided for this purpose. Students close the windows before exiting the bus

Employment

Students at SCHS must give priority to academic endeavors and extra-curricular activities. High school students have a whole lifetime for gainful employment but only four years to academically prepare themselves for post-secondary studies and to participate in extracurricular activities, i.e., clubs and sports. In general, student employment is discouraged during the school year, especially on school nights.

Students should never work more than 20 hours per week during the school year. Student employment is not a legitimate excuse for missing homework assignments, absence from class, or detention.

Field Trips

Field trips are to be of educational value and directly related to the curriculum. Field trips are privileges afforded to students by administration and teachers. Students do not have a right to a field trip and can be denied participation if they fail to meet academic and/or behavioral requirements. Students must also have written permission from a parent/guardian in order to participate in a trip. Overnight field trips must be approved, and adequate supervision must be secured. The school provides permission forms.

Fund-Raising

All activities for raising money for class or school projects must have the sponsor's and administration's advanced approval. All cash must be deposited in the school account for the particular class or organization on the day or days of fundraising.

Lost and Found

Lost & Found items are located in a lost & found box outside of the Health Room. Students who misplace their belongings are urged to check the Lost & Found box. Unclaimed items are donated to a charity at the end of each quarter.

Lunch and Cafeteria Program

Breakfast \$2.75

Lunch \$4.00

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Extra Entree \$1.75

Extra Milk \$0.60

Reduced Breakfast \$0.40

Reduced Lunch \$0.50

Springfield Catholic High School provides a nutritious breakfast and lunch program which is available each regular school day. Meal and milk prices are adjusted annually. A la Carte items from the cafeteria meals are usually available for purchase by students. Prices vary with the particular food item. Students may bring lunch from home and buy milk or juice. **No outside food/lunches from restaurants or fast food establishments may be delivered.**

METHOD OF PAYMENT

Please either pay online or send all lunch/breakfast money to the school office in a sealed envelope with your child's NAME, GRADE, and the AMOUNT OF MONEY enclosed written on the front of the envelope. If paying for multiple children, please ensure that all of your children's names and grades are on the front of the envelope. If the last name on the payment check differs from that student's last name please indicate the child's name in the memo section of the check. *****Checks should be made payable to SCHS Cafeteria.*****

MEAL CHARGE

Payment made to the student's account allows deductions to be made to the student's account. **In addition, student balances can be viewed and verified online on the parent portal.** Once a month, the cafeteria will send low/negative balance reminder notices. **The student charge limit is \$50. An alternate lunch will be provided if students exceed the charge limit.** Therefore, checking your student's account balance is crucial.

Students must proceed immediately to the cafeteria when dismissed from class for lunch, even if they do not plan to eat. Students may only leave the cafeteria during lunch with the permission of the cafeteria supervisor. Students wishing to study in the library during lunch should have a pass from the cafeteria supervisor or a faculty member. Lunchtime is not "open" at SCHS. Therefore, students may not leave the building/campus to purchase lunch or sit in their cars.

Lunch menus are published weekly/monthly and posted near the cafeteria door and on the school's website. According to eligibility guidelines, parents wishing to participate in the free and reduced lunch program may apply at registration or any time in the school office. The Central Office determines the eligibility status of applications, and the Finance Manager serves as the hearing officer if parents wish to contest the ruling. All

free and reduced lunch program application information remains confidential.

Community/House System

Springfield Catholic High School participates in a Community/House System. The four Houses are St. John the Beloved, St. Michael the Archangel, St. Therese of Lisieux, and St. Catherine of Alexandria.

The primary objective of the Community/House System is to further enhance our school's mission by emphasizing the formation of the entire person. The Community System will provide a vehicle for strong bonds between all school community members, promote the development of relationships, and enable a more proactive development of

each student's leadership skills.

Students will have opportunities to build relationships through fun activities, games, and competitions. Likewise, we will provide time and space for students to develop their relationships with Christ.

The Goals of the Community System:

- Ensure individual care by providing each student with at least two adults – a house dean and a family mentor who will monitor and support their academic, social, and spiritual growth.
- Embracing our Catholic values and traditions, the community system will enhance the ministry provided to all our students.
- To strengthen the bonds of the SCHS family spirit among the school family's 9th – 12th-grade division.
- To create opportunities for senior students to be trained and serve as leaders. ● To create opportunities for 24 freshmen, 24 sophomores, and 24 juniors to serve as leaders.
- To advance each student's interpersonal relationship skills.
- To promote open discourse between divisions, students, and faculty. ● Plan, organize, and coordinate school activities, including Mass, dances, fundraisers, and spirit-related functions.

Overview of the SCHS House System:

- There will be four houses: St. John the Beloved, St. Michael the Archangel, St. Therese of Lisieux, and St. Catherine of Alexandria.
- Each student will be assigned to the same house for the 9th- 12th grades. Therefore, there will be approximately 100 students in each house.
- Each community will be assigned one dean and a faculty member chosen by the administration.
- Each community will be assigned one senior student (community captain) who will be elected – chosen by the faculty and students.

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- Each community will be divided into six families. Families will have approximately 16 students.
- Each student will be assigned to the same family for all four years. ● Each family will be assigned a mentor teacher.
- Each community will be assigned one senior student (family captain) and three underclassmen (Junior, Sophomore, and Freshman leader)
- Family Captains will be chosen by faculty and students
- Junior, Sophomore, and Freshmen leaders will be elected by their families. ● Each student will be in the same family with the same mentor teacher for four years.
- Each family is overseen by 2 Irish captains, a community captain, a mentor teacher,

and a family captain.

- Each family will contain 9th-12th grade students.
- There will be two Irish captains who will be responsible for the atmosphere of care and concern for the entire school as fostered by the house system.

“At the heart of Catholic Education is the Community, Not just to be learned but to be lived.”

Visitors

Visitors are to be directed to the office, where they will check in and receive a visitor's pass. Visitors will check out when leaving. No student is to be called on by visitors without the administration's approval. Students are instructed to inform their friends who do not attend Springfield Catholic that school hours are not visiting hours. If a visitor refuses to leave when asked, the Springfield Catholic Protection Officer will be contacted.

Marriage/Pregnancy

Married students may enroll in SCHS with the permission of the administration. The Administration decides situations involving pregnancy, paternity, or civil marriage in accordance with church teachings and Diocesan and local policy.

If a student enrolled in Springfield Catholic Schools becomes pregnant, the student or parents must inform the principal. If necessary, a plan will be developed to help the pregnant student continue her academic studies. The student and the father (if a student of Springfield Catholic High School) will be permitted to complete their education. The principal and faculty will work compassionately with the student(s).

A pregnancy may affect the completion date for graduation requirements. Students are

given a reasonable period to make up incomplete coursework due to pregnancy or postpartum. The principal determines Such situations on a case-by-case basis by the principal in consultation with the faculty. Springfield Catholic High School believes in the unborn's right to life and supports the parent students in any way possible. Blatant violations of the church's teaching, which result in an abortion, are dealt with on a case-by-case basis. All policies of the Diocese of Springfield-Cape Girardeau, the

Missouri Catholic Conference, and the Springfield Catholic School System will apply.

Parents

We at Springfield Catholic High School Schools consider it a privilege to work with parents in the education of their students because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the direct role model for developing your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Springfield Catholic Schools involves a commitment and is concerned about helping your child recognize God as the greatest good in their life. Your personal relationship with God, each other, and the Church community will affect how your child relates to God and others. Ideals taught in school are not well rooted in the child unless nurtured by the example of good Catholic/Christian morality and by an honest and personal relationship with God in your family life.

Once you have chosen to partner with us at Springfield Catholic Schools, we trust you will be loyal to this commitment. During this teenage period, your child needs constant support from parents and faculty to develop their moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nourishing the student to reach their potential. Both parents and teachers must remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect to all authority. If there is an incident at school, you, as parents, must attempt to hear the complete story. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the maturation process, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with guidance and security.

A child must take responsibility for their grades and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us commit to the partnership as we support one another in helping your child become the best person they can become.

PARENTS AS PARTNERS

As partners in the educational process at Springfield Catholic High Schools, we ask parents to set rules, times, and limits so that your child:

- Gets adequate sleep

- Arrives at school on time
- Is dressed per the school uniform code
- Completes assignments on time

To: Attend Sunday Mass regularly

To Participate in the life of the Church by sharing Time, Treasure and Talents

To: Support the religious and educational goals of the school

To: Read school notes and newsletters and to show interest in the student's total education

To Support and cooperate with the discipline policy of the school

To: Treat teachers with respect and courtesy in discussing student problems To: Actively participate in school activities such as Parent-Teacher Conferences;

To: See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

To: Notify the school when the student has been absent or tardy

To: Notify the school office of any changes of address or important phone numbers To:

Meet all financial obligations to the school & system

To: Inform the school of any special situation regarding the student's well-being, safety, and health

To: Complete and return to school any requested information promptly 49

V. DISCIPLINARY POLICIES

Merit/Demerit System

This system is used to emphasize the importance of positive behavior and deter those behaviors which negatively affect the school climate. The system is designed to reward those students who exhibit extraordinarily positive behaviors and to deter those whose

behavior violates school rules. Demerits may be issued at any time on school premises and/or at school activities on or off campus by any SCHS faculty or staff member. Merits will be rewarded throughout the year with special activities and recognition. Demerits are accumulated on a semester basis. Violations impacting negatively on the school climate and a student's performance will result in issuing a demerit per incident.

Dress Code, Punctuality, Dishonesty, Disruptive Behavior, Plagiarism, Harassment, Cell Phone, Insubordination, Disrespect, Language, Misuse of computers, Public Display of Affection

Students earning Merits will receive an Out of Uniform Pass that may be used at their discretion except for Mass days. Out of Uniform Passes must be turned into the Office prior to 8:00 AM.

- Demerits: Dishonesty, Harassment, Disruptive Behavior, Cell Phone, Disrespect, Insubordination, Language, Misuse of Computers, Attendance, Uniform Violations, Punctuality, and Parking lot violations.
 - 3 Demerits= 1 hour detention
 - 6 Demerits = Lose 1 Opt-Out
 - 10 Demerits = Lose 2 Opt-Outs

- 5 absences from any class=Loss of opt-out from that class
- All suspensions, regardless of in-school suspension (ISS) or out-of-school suspension (OSS), result in forfeiting ALL final exam opt-outs for the semester.

*Students who miss more than 10 class periods for any single class may lose a credit or both opt-outs.

*Any student serving an ISS will automatically forfeit all final exam opt-outs for that semester

Arrangements to attend detention are scheduled through the principal's office. Detention/Saturday School takes precedence over any other school activity or outside employment, and fines are due at the time of serving. During detentions or Saturday School assigned for behavioral issues, students may be required to assist the custodial

staff or administrators with various cleanup projects.

No handbook can anticipate and address every situation that may arise. The administration at SCHS reserves the right to make decisions regarding circumstances not addressed in the handbook.

Discipline is crucial in creating an environment for learning. Discipline is the atmosphere

we create: respect for the teacher, respect for other students, and most of all, the student's respect for him or herself.

Below are some behaviors that students will have consequences:

RESPECT FOR OTHERS IS A CHRISTIAN VALUE OF HIGH PRIORITY AT Springfield Catholic High School. Respect and courtesy for students should be expressed by being friendly and considerate of the rights of others, not monopolizing a class, and refraining from boisterous conduct. Bullying, cyberbullying, hazing or anything that attacks the moral character of a student is never acceptable as a Springfield Catholic student. Respect and courtesy for teachers should be expressed by greeting all teachers, yielding teachers the right of way, helping a teacher carry a load when necessary, not inspecting the things on teachers' desks, and not eavesdropping or interrupting conversations.

Fighting

Disagreements should be handled in a Christian, non-violent manner. Students who engage in physical fighting are referred to the Principal. Fights will result in a demerit, detention, possibly probation, suspension, or expulsion from school.

Obscene/Vulgar Language/Behavior

Name calling, gossip, and vulgar or abusive language or gestures are unacceptable. They are considered to be a form of abuse. Using such will result in a demerit, detention, and/or other more severe disciplinary action, depending upon the seriousness of the offense.

Stealing and Vandalism

Any damage caused by students should be reported immediately to the office. Students vandalizing or stealing the property of others (other students, teachers, school buildings, and furnishings) are required to pay for or repair damages. Depending upon the seriousness of the act, suspension or expulsion may be imposed.

Student Usage of Electronic Devices/Cell Phones

To promote a healthy, safe environment, remove distractions from the academic environment, and protect the integrity of the curriculum, Springfield Catholic High School prohibits students from using cell phones during class times, cafeteria, school restrooms, and locker rooms. Cell phones should be in backpacks or lockers and not on

students' desks. During school hours, students can only use their cell phones during passing periods or with the teacher's permission. Use of cell phones for emergency purposes or for the accommodation of a disability must be authorized by the administration and documentation carried by the student. Students are not allowed to play games or utilize any phone-type function (placing calls, texting, internet browsing) via Chromebook, iPod, Tablet, Smartphone, Smartwatch, or another electronic music device. Students may listen to music with earbuds during study hall with the teacher's permission. Earbuds must be removed from the ears during class. If a student uses a cell phone during a class, the phone will be confiscated for the remainder of the day and sent to the office. If a cell phone is confiscated during a quiz, test, or exam, the student may be subject to more serious disciplinary consequences. Students who break the electronic device usage policy will be subject to a demerit..

Social Media Diocesan Policy #5505

Engagement in online social media such as, but not limited to blogs, Snapchat®, Facebook®, Instagram®, Twitter®, TikTok, etc. may result in disciplinary actions if the content of the student's social media includes defamatory comments regarding the school, the faculty, other students or the parish. Students breaking this policy are subject to a demerit, detention, and possibly suspension.

Hall Permits

Students need a pass, signed by a teacher/staff member, to leave the room during regular class time. Students are normally not to be in the hallways during instructional periods. Class is not the time to use the restroom, go to lockers, handle office business, use the telephone, etc. Blatant disregard for this policy will result in a disciplinary referral.

Lockers

Academic and athletic lockers are available for students to use. Lockers are to be locked at all times to protect students' belongings. ***Students should never store cash or expensive items in their lockers.*** The school assumes no liability for anything damaged, lost, or stolen from lockers. These lockers are the school's property and may be searched at any time by school personnel with the permission of the school administration. The School Security Personnel and Springfield Police Department may

also search lockers upon administration request or when a valid search warrant is presented.

Sexual Misconduct / Public Displays of Affection

Christian standards of morality and appropriate public conduct are necessary at Springfield Catholic High. Actual or simulated conduct which violates the standards of Christian sexual morality or any inappropriate displays of public affection between students is not tolerated on the school campus or at any school-sponsored activity/event.

Cheating and Plagiarism

Cheating and plagiarism are immoral and not tolerated. (Plagiarism is stealing the words, ideas, etc., of another and using them as one's own. Persons who plagiarize do not give proper credit for the ideas or quotations of others.) Students caught cheating or knowingly assisting in cheating in any way automatically earn a "0" on the assignment, project, quiz, and/or test in which they were dishonest. A student earns a "0" in the case of plagiarism.

Plagiarism can be avoided by using quotation marks around any phrase, sentence or paragraph that is directly taken from the work of another, regardless of the source, and by giving credit to the source of the information. Students have a responsibility for taking accurate notes, checking with instructors for citation methods or clarification of procedure, consulting with manuals if necessary, and carefully proofreading their own work. They should also leave ample time to complete assignments so they are not tempted to cheat or make careless mistakes.

Because of easy accessibility to and "borrowing" of electronic and other forms of information, plagiarism has become a major educational concern. Plagiarism arises out of the following research/writing/homework activities:

- deliberate incorporation (or cutting and pasting) of another source's material—words, pictures, ideas, theories, products—without proper acknowledgment of that source
- accidental incorporation (or cutting and pasting) of another source's material—words, pictures, ideas, theories, products—caused by unprofessional research and/or writing
- intentional or unintentional copying/sharing of peer work (daily assignments, presentations, PowerPoints, in-class work, etc.)

Because plagiarism is both ethically and legally wrong, none of these activities is acceptable in the classroom – for any reason. Following are the consequences of detected plagiarism (In the case of a plagiarized daily assignment, consequences may

apply to both parties):

- A grade of F on the assignment/project (including PowerPoint)

- A demerit for Academic Dishonesty
- Possible refusal of a faculty letter of recommendation for college application

Tobacco, Nicotine Products, Alcohol, and Prescription Medications

All students of Springfield Catholic High School are prohibited from using, possessing, or being under the influence of alcohol, nicotine products, illegal drugs, or unauthorized prescription medications while on the premises of any Springfield Catholic School campus or at any school related function or activity. Additionally, all Springfield Catholic High School students are prohibited from using or possessing tobacco or nicotine products (including vaporizers) on any Springfield Catholic School campus or at any school-related function or activity. Penalties will follow

1st Offense: Any paraphernalia is confiscated. Two days out of school suspension, loss of both opt-outs and the student will be suspended from participation in all academic/athletic activities and competitions regardless of the academic/athletic season for a designated period of time decided by the Administration.

2nd Offense: Any paraphernalia is confiscated. Three-day out-of-school suspension and the student will be suspended from participation in all academic/athletic activities and competitions/regardless of the academic/athletic season, for a designated period of time decided by the Administration.

3rd Offense: Any paraphernalia is confiscated. Parent conference with the Principal and Director of Schools to determine further action/discipline.

Weapons

To provide a safe environment, possessing firearms or weapons, including concealed weapons, by a person, student, or adult, or in a vehicle, on the premises or property located, leased, or used by Springfield Catholic Schools is prohibited. This penalty shall not apply to duly authorized law enforcement officers. Penalties shall be in accordance with state and local law and Diocesan guidelines. Anything construed as a weapon will be confiscated, and suspension or expulsion will result. Under the Missouri Safe Schools Act, possession or use of a weapon or anything that could be used as a weapon (see Missouri Safe Schools Act for definitions) is grounds for a minimum suspension of one year.

Random Drug Testing

To protect the health and safety of its students from illegal drug use and abuse or 54

injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School has adopted policy 1.38 – Student Drug Testing.

Established guidelines will be communicated to parents and students. Willingness to participate in this program is a condition of enrollment.

Statement of Policy and Intent

Springfield Catholic High School recognizes drug use is one of our community's most serious problems. To protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students, Springfield Catholic High School adopts Policy 1.38 - Student Drug Testing and the following guidelines for drug testing for both enrolled and newly enrolling students.

The mission of Springfield Catholic High School includes “providing a caring family environment where the Catholic Faith is taught and modeled.” Maintaining a drug-free environment is essential for accomplishing this mission. Our students must be kept safe from both illegal drug use and its consequences. Our school should present to the community a clear witness of our Catholic commitment to avoiding the use of drugs. Our Catholic Faith also teaches compassion. Therefore, the following guidelines' intent is not to punish but to encourage students to choose to be drug-free. The goal is also to help those students who have made incorrect choices learn better choices for the future.

These guidelines provide a minimum of intrusion into the lives of the majority of students; provide encouragement to overcome or avoid temptations for students who may be faced with improper choices; provide the opportunity to change for those students who choose to make incorrect choices; and provide a safe environment for all students who choose to be drug free by setting up consequences for the students who either have trouble with drugs or refuse to change.

Drug Testing Consent Form

Each student of SCHS will receive copies of the “Student Drug Testing” policy, “Guidelines for Student Drug Testing,” and “Student Drug Testing Consent” forms. The policy and guidelines will be read and the consent form signed and dated by the student and parent/s or custodial guardian/s prior to the student’s admission to SCHS. This signed consent will remain in effect for the duration of the student’s attendance at SCHS, as will the results of all drug tests. Each student is subject to the random drug testing guidelines. Students must return the “Student Drug Testing Consent” form to the high school prior to admission to SCHS. Any student who does not return the required form by this time will not be admitted to SCHS.

Definitions

Academic/Athletic Activities and Competitions –any activity or sport subject to MSHSAA

rules, sponsored by Springfield Catholic High School, or requiring attendance by a designated representative of the high school. Students will still be expected to attend all practices but may not compete or perform. Participation in graduation-related activities is suspended at the time of a second or third offense.

Drug Use Test

Scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

Alteration

The process where an individual ingests large amounts of water, vitamins and/or other various chemicals in an attempt to interfere with testing results. In drugs-of-abuse screening, it is important to ensure the integrity of samples. The test provides information on the possible alteration of urine samples

submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution or the addition of drug-test interfering substances.

Illegal Drugs

The use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or nonprescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

Positive Test Result

When referring to a drug test administered under these guidelines, a toxicological test result demonstrates the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Reasonable Suspicion

A suspicion based on specific personal observations concerning the appearance, speech or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. If based on personal knowledge, information from a reliable source shall constitute reasonable suspicion.

Procedure

Students will be required to provide urine samples as follows:

1. Upon enrollment at Springfield Catholic High School, at the principal's discretion.
2. On a random selection basis during the regular school year. Total number of tests will approximate the student population. Students absent on the day they are chosen for random testing will automatically be placed in the next test pool without notification of the initial missed testing.
3. At any time, as requested by the principal, based on reasonable suspicion of illegal drug usage.

Any drug test required by Springfield Catholic High School under these guidelines will be administered by, or at the direction of, a professional laboratory chosen by Springfield Catholic High School, using scientifically validated toxicological methods. The professional laboratory must have detailed written specifications to ensure the chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted to safeguard students' personal and privacy rights of students to the maximum degree possible. School personnel involved in the drug testing program will be trained to ensure that end. The test specimen will be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the specimen in a private restroom behind a closed door. The monitor will wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor, who will verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If, at any time during the testing procedure, the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the process and inform the principal, who will then determine if a new sample should be obtained.

If, during the drug testing procedure, a student delays urination beyond a reasonable period of time, indicating an attempt to tamper with the specimen or otherwise interfere with the monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test-altering substance, Springfield Catholic High School may send the sample to the drug lab for more specific and accurate tests regardless of whether the initial test is negative. Suppose the initial drug test is positive and the student/parent/s or custodial guardian/s contest the result. In that case, the student/parent/s or custodial guardian/s may request the screening agency to confirm the result by a different test of the same specimen. The family will be responsible for attendant expenses. The second test will use gas chromatography/mass spectrometry technique. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass

spectrometry procedure is positive for the presence of an illegal drug or metabolites thereof.

Suppose the gas chromatography/mass spectrometry test for any student has a positive result. In that case, the laboratory will contact the screening agency and solicit any medication information, which would create a positive test. The screening agency will confirm the positive result and contact the principal with the results.

Confidentiality

Test results will be kept in confidential files separate from a student's other educational records and released to school personnel only on a "need to know" basis. If a student tests positive in a drug use test, a copy of the results will be provided to the administrator and to the parents.

Consequences

The results of all drug tests will accrue throughout the student's attendance at Springfield Catholic High School. Any student who tests positive in a drug-use test under this procedure will be subject to the following restrictions:

First Offense

1. Two-day out of school suspension, loss of opt outs, and the student will be suspended from participation in all academic/athletic activities and competitions for a designated period of time decided by the Administration. Suspension will begin at the time of the confirmed positive test.
2. The student and parent/s or custodial guardian/s will participate in an evaluation/counseling program as approved by the principal. The family will be responsible for attendant expenses.
3. The student and parent/s or custodial guardian/s will agree to drug retesting, length between tests to be determined by the participating certified, drug-testing agency counselor. The family will be responsible for attendant expenses.

*Any suspension not completed at the end of one school year will carry over into the following school year. Continuation of suspension also applies in instances of re-enrollment in Springfield Catholic High School.

Second Offense

1. The student will receive an OSS for five (5) days. If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments. The student can then earn the grade that she/he would

2. The student will be suspended from participation in all academic/athletic activities and competitions for a period of time designated by the Administration. *
Suspension will begin at the time of the confirmed positive test.
3. A conference that includes the high school principal, the parent/s or custodial guardian/s, the student, and the certified, drug-testing agency counselor will be held prior to the student's return following the five-day, out-of-school suspension.
*Any suspension not completed at the end of one school year will carry over into the following school year. Continuation of suspension also applies in instances of re-enrollment in Springfield Catholic High School.

Third Offense

The student will be expelled from Springfield Catholic High School in accordance with the policies of the Diocese of Springfield-Cape Girardeau. Expulsion waives any right to confidentiality per the Missouri Safe Schools Act.

Retest after suspension

A student who has tested positive and has fulfilled the applicable consequences will be required to undergo one or more additional drug-use tests at the expense of the student, parent/s or custodial guardian/s to determine whether the student is no longer using illegal drugs before he or she may rejoin any academic/athletic activity or competition.

Refusal to submit to drug test

Refusal to submit to any of the aforementioned required drug use tests will be taken as an indication of positive results. Consequences will be enacted as described above.

Appeal Procedure

The above-described consequences will take effect at the time of the confirmed positive test result. Parent/s or custodial guardians may appeal the results within five (5) working days. This appeal should be made to the high school principal.

The principal will solicit any explanation of the positive result if an appeal is made. If the student asserts that the positive test result is caused by something other than the consumption of an illegal drug, then the student/parent/s or custodial guardian/s will be given ten (10) working days from the date of the appeal to present evidence of such to the principal. If the appealing party either fails or refuses to present any evidence within the ten (10) day period, any right to further appeal the positive result will be deemed waived.

determining whether the positive test result was produced by other than the consumption of an illegal drug. The principal will decide within five (5) working days of presenting the student's evidence. Initiating appeal procedures does not suspend the imposition of the consequences listed above while the appeal process is ongoing. Penalties shall be in accordance with state and local law and Diocesan guidelines. vi.
DISCIPLINARY PROCEDURES AND ACTIONS

Corporal Punishment

SCHS believes that corporal punishment is an inappropriate means of discipline and is ineffective in changing behavior.

Student-Teacher Conference

When a student's behavior becomes problematic in school, the teacher, counselor, and administrator point out the behavioral concern, the expected change of the student, the procedures to be followed, and the consequences that will follow if the student's conduct does not improve. Close communication between parents and teachers regarding problems is strongly urged.

Disciplinary Probation

A student is automatically placed on disciplinary probation after out-of-school suspension. Serious continual behavior violations, i.e., blatant disregard of school rules, chronic disrespect, actions leading to suspension, community service, etc., may indicate a student's choice to be on disciplinary probation by the administration. In general, probation is considered only in severe situations and is a suspicion of pending expulsion if the behavior is not corrected. Administration notifies and meets with the student and a parent/guardian. A statement of probation/a behavior contract, which clearly states the terms and conditions of probation, is discussed and signed by the student, parent/guardian, and administration. A student's failure to fulfill the terms of the contract results in suspension or expulsion.

Out-of-School Suspension/In-School Suspension

Consequences for serious disciplinary violations may include exclusion from regular classes for up to ten school days. Student behavior may warrant a suspension from class, as determined by the administration. Suspensions may be In-School Suspension or out-of-school suspensions. All suspensions, regardless of in-school suspension (ISS) or out-of-school suspension, result in forfeiting all final exam opt-outs for the semester.

- open defiance of school authority
- striking some teacher or other school personnel
- possession of or consumption of an alcoholic beverage at school or a school-related function
- possession of Vaporizers
- possession of or use of a controlled substance at school or a school-related function
- possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)
- any verbal threat, or physical threat of violence
- truancy – a pupil who stays away from school without permission

Expulsion

In extreme cases when student conduct threatens the physical or moral welfare of someone in the school community or when seriously inappropriate behavior warrants, administration may be forced to ask a student to find another school. The time of expulsion may be for the remainder of the school year or permanently. Parents are notified of the decision in writing. Possible causes for expulsion include but are not limited to:

- civil marriage
- selling of a controlled substance at school or a school-related function • for a second offense during the school year for either possession or use of a controlled substance or possession or consumption of an alcoholic beverage, vaporizers, at school or school-related functions
- for a violation for which there were two disciplinary suspension during the school year for any other conduct or activity of a serious nature that is considered harmful to the school's reputation or well-being

Disciplinary Appeal

Through the principal, a student whose behavior has forced probation, suspension or expulsion may request a hearing before the Director of Springfield Catholic Schools. The director's decision may be further appealed to the Springfield Catholic School Board. The school board's decision is final and binding on students and parents.

Parent Behavior

The Catholic Church and Springfield Catholic High School recognize parents as the 61

primary educators of their child. The education of students at SCHS is a partnership between parents, students, teachers and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his/her student from Springfield Catholic High School.

VII. Policies

The complete Springfield Catholic Schools Policy Manual is available online at <http://www.scspk12.org>. Click on 'School Overview' and then 'Policy Manual'.

CHILD PROTECTION AND CUSTODY

“The Missouri Child Protection and Reformation Act (RSMo 210) requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report this information to the Missouri Department of Family Services.”

Springfield Catholic Schools “abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding their child. Suppose there is a court order specifying that there is to be no information given. In that case, the custodial parent’s responsible for providing the school with a court-certified copy of the court order.” Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Springfield Catholic Schools School follows the Diocesan policies and the Safe School Act for student behavior and discipline.

Springfield Catholic Schools abide by the Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected must report to the Missouri Department of Family Services.

CUSTODY AND RELEASE OF MINORS

It is the parent or guardian's responsibility to inform the school of custody status and subsequent changes and arrangements. No authorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parents or guardian. To cooperate with students and family needs, the school

should be informed of custody arrangements. Parents may sign a Durable/Non-Durable Power of Attorney giving the school permission to discuss their child with a grandparent or designated person. This document will be kept in the child’s file for one year. The

school cannot intervene in custody matters unless court documents are provided to the Principal and reviewed/advised by the Springfield- Cape Girardeau Diocesan lawyer.

CHILD ABUSE LAWS

Springfield Catholic Schools abides by the Child Abuse laws of the State of Missouri. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of the teacher's concerns. Parents, in partnership with the school, are expected to uphold these same standards of confidentiality.

INDIVIDUALS WITH SPECIAL NEEDS

SCS Policy #1.42A "The Springfield Catholic School System attempts to address the special learning needs of all students within the parameters of the system's human and financial resources according to guidelines. Students are considered for enrollment when educational resources and programming are available to address their specific needs and allow them to succeed."

SMOKE-FREE POLICY #3.52

All Springfield Catholic Schools are smoke-free buildings. Smoking is not allowed in the building at any time. This includes cigarettes/cigars, e-cigarettes/cigars and vaporizers.

STUDENT RECORDS PRACTICE/GUIDELINES

The principal only, as custodian of the records, is empowered to release personally identifiable information about students. Only the following persons may receive such information:

- A parent/guardian of the student unless a court order determines otherwise; 63

- A parent not having custody of a student but having the right of visitation has a right commensurate with the parent having custody of the student to examine the school records of the student. The school must review the record with the non-custodial parent

unless court orders prohibit it. In the event the staff has reason to believe that compliance with the request will be detrimental to the child, the Superintendent of Catholic Schools should be contacted to seek further legal advice concerning the specific case;

- If a parent does not have visitation rights, then s/he should not be given any information that might assist in locating the student;
- Students in foster homes may have been placed by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding the parent's request for, as well as their legal right to, the student's information;
- A person designated in writing by the custodial parent/guardian of such student; · Those so authorized in compliance with the court order;
- An officer of the United States, the state, the city, or the county seeking information in the course of duty, with appropriate warrant or subpoena (to be reviewed by Diocesan Counsel)

In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information with regards to the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NOTE: Student academic records do not include financial records. If tuition is paid by only one parent/guardian, the information relating to the account will be released only to the person who has set up the account unless there is a court order to provide the information.

VIRTUS SAFE ENVIRONMENT #2.27

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. Springfield Catholic Schools remain committed to complying with Diocesan Safe Environment Policy and Procedures and other related policies. Following the USCCB Charter for the Protection of Children and Young People, the Safe Environment training program, the VIRTUS Protecting God's Children – Teaching Touching Safety (commonly referred to as "VIRTUS") is used in the Diocese.

Kindergarten through 12th-grade students participate in two safety lessons each school year; one in the fall and one in the spring. Page 5 of 7 The Safe Environment

All adult employees, and volunteers who regularly work with minors, receive this initial training, as well as ongoing training and background screening. These documents are available at the Diocesan Child and Youth Protection page at www.dioscgo.org or <https://dioscgo.org/child-youth-protection/>.

The children's training overview is available on the diocesan website; copies of these documents and the children's lessons are available at the office. We sincerely appreciate all your efforts and continued support for this mission and ministry of protecting our children, young people, and vulnerable adults.

POSSESSION OF WEAPONS #1.35

To provide a safe environment, the possession of firearms and/or weapons, including concealed weapons, by a student or an adult, in a vehicle, on the school's premises or property located, leased, or used by SCS is prohibited. This penalty shall not apply to duly authorized law enforcement or security officers. Penalties shall be in accordance with state and local law.

VAPING POLICY #1.33

All students of Springfield Catholic Schools are prohibited from using, possessing, or being under the influence of alcohol, nicotine products, illegal drugs, or unauthorized prescription medications while on any Springfield Catholic School campus or at any school-related function or activity. Additionally, all students of Springfield Catholic Schools are prohibited from using or possessing tobacco or nicotine products (including vaporizers) while on any Springfield Catholic School campus or at any school-related function or activity. Penalties will be following Springfield Catholic Schools guidelines.

DIOCESAN POLICY #5500 - DISCIPLINE

Discipline is not a form of punishment. Its purposes are:

- To help each student become more responsible to themselves and others.
- To educate and assist students in developing self-control.
- To promote classroom situations conducive to learning.
- D. To create a harmonious school and classroom atmosphere.

Discipline is attained when students in a classroom and school cooperatively work with

the principal, teachers, and companions to attain the class and school objectives.

DIOCESAN POLICY #5505 - SOCIAL NETWORKING

Social networking websites and applications, including but not limited to Facebook, Snapchat, and Twitter, are an essential and timely means of communication. Violations of these suggested guidelines may be considered inappropriate behavior, and they may be subject to disciplinary action:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or that would be contrary to the teachings of the Catholic Church.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website. Or any entry that would be contrary to the teachings of the Catholic Church.

DIOCESAN POLICY #5508 AND 5508.1 - BULLYING/FALSE REPORTING

Springfield Catholic Schools attempts to provide a safe environment for all individuals. Verbal or written threats made in any manner via any medium against any individual's physical or emotional well-being are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. The complaint will be investigated in as confidential a manner as possible. More information is found in Diocesan policies #5508 and #5508.1.

DIOCESAN POLICY #5509 - Hazing/HARASSMENT

Hazing is defined as any initiation, action taken, or situation created that causes harassment, bodily danger, physical harm, or serious mental or emotional harm. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

DIOCESAN POLICY #5535 - SEXUAL HARASSMENT

Any person who believes that they have been sexually harassed or subjected to other unlawful harassment should immediately report the matter to their supervisor, pastor,

principal, or to the Chancellor of the Diocese. Anyone aware of any possible sexual

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harassment should immediately advise the supervisor, pastor, principal, or Chancellor. The supervisor, pastor, and principal should then report the complaint to the Chancellor of the Diocese, who will direct the investigation. The complaint will be investigated in the most confidential manner possible. A resolution of the issue will be offered within 60 days of the complaint, and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information supporting such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese.

DIOCESAN POLICY #5600 AND #5610 - SUSPENSION

Every effort should be made to avoid suspending a student from school. The principal can suspend a student from school for a justifiable reason, but in so doing, judges this to be a course of action that will be preventive and corrective. If a suspension is warranted, parents are to be personally notified of their child's suspension and by mail.

Possible causes for suspension include, but are not limited to

- Open defiance of school authority
- Striking a teacher or other school personnel
- Possession or consumption of an alcoholic beverage at school or a school-related function
- Possession or use of a controlled substance at school or a school-related functions
- Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)
- Any verbal threat or physical threat of violence.
- Any violation of the Missouri Safe Schools Act or any other state or federal law associated with school safety.

A student may not be suspended from school for the same offense for more than ten consecutive school days. In a more serious matter, the principal, in consultation with the parish school's pastor or the board's president in a consolidation, may take another action as they see fit.

DIOCESAN POLICY #5620 AND #5630 - EXPULSION

The expulsion of a student by the principal from a Catholic school is very serious, and this action should be evoked only as a last resort. Moral delinquency is a sufficient

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reason for expulsion if the delinquency is persistent or has a bad influence on the other students in the school. The following are additional causes for expulsion:

- Civil marriage
- Selling of a controlled substance at school or a school-related function ● A second offense during the school year of either possession or use of a controlled substance or possession or consumption of an alcoholic beverage at school or school-related functions.
- For a violation for which there were two disciplinary suspensions during the school year.
- For any other conduct or activity of a serious nature that is considered harmful to the school's reputation or is contradictory to Catholic moral teachings and principles.
- Any violation of the Missouri Safe Schools Act or any other state or federal law associated with school safety.

STUDENT BEHAVIORS BULLYING, POLICY #1.39

Bullying, cyber-bullying, or anything that would attack the physical, emotional, or moral character of a student will not be tolerated at Springfield Catholic Schools. Springfield Catholic Schools define bullying as unwanted, aggressive behavior that is targeted and repeated over time. These behaviors must be reported to the teacher or administrator as soon as possible to address them immediately. Every incident will be dealt with with confidentiality and in the best interest of the students involved. Due to confidentiality and child privacy laws, consequences and actions taken will not be shared. (See Diocesan Policy #5508)

Child Protection And Custody

“The Missouri Child Protection and Reformation Act (RSMo 210) requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report this information to the Missouri Department of Family Services.”

Springfield Catholic Schools “abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will 59 provide the non-custodial parent with access to academic records

and other school information regarding his or her child. Suppose there is a court order specifying that there is to be no information given. In that case, the custodial parent's responsible for providing the school with a court-certified copy of the court order." Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will

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need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Springfield Catholic Schools School follows the Diocesan policies and the Safe School Act for student behavior and discipline.

Springfield Catholic Schools abide by the Child Protection and Reformation Act (**RSMO 210**) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected must report to the Missouri Department of Family Services.

CHILD ABUSE LAWS

Springfield Catholic Schools abides by the Child Abuse laws of the State of Missouri. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services

VIRTUS SAFE ENVIRONMENT #2.27

The Diocese of Springfield-Cape Girardeau protects children and youth. We believe strongly in our moral obligation to keep the young safe and provide them with a caring environment where their faith can flourish. The Diocese of Springfield-Cape Girardeau has adopted the VIRTUS Safe Environment Program to keep our children safe.

Springfield Catholic Schools complies with the Diocese of Springfield-Cape Girardeau Safe Environment Policy. Each employee who works in the school building, and volunteers who have regular contact with children, have undergone a background screening process through the diocese. They have also attended the VIRTUS Protecting God's Children Adult awareness training. The students (Grades Kindergarten-12th) receive two lessons each academic year using the VIRTUS Touching Safety Program. Parents are given the VIRTUS Teaching Touching Safety booklet and periodic child safety information. Parents may view the child safety curriculum by contacting the school office.

WELLNESS POLICY #3.57

The Springfield Catholic School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. Springfield Catholic Schools will adhere to a set of wellness guidelines (see 3.57A, 3.57B, and 3.57C) of the policy manual, which are available online at

www.scspk12.org through the Central Office website) which incorporates the following goals:

- Provide a learning environment for developing and practicing lifelong wellness behaviors.

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- Support and promote proper dietary habits contributing to students and staff's health status, job performance, and academic performance.
- Provide adequate time for students to engage in physical activity.

DIOCESAN POLICY #5636 - PARENTAL NETWORKING

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation.

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation.

- Parents are solely and personally responsible for any litigation that may arise from the unauthorized use or posting of other people's children on the internet in any fashion
- The school has the right to post pictures of and or responsibly use images for the marketing, celebration, and promotion of the school and system (media releases on file)
- If you choose not to sign the media release, your student will not be listed on anything, including the school directory or yearbook. The media release is all-inclusive
- If you oversee an official event and need to use the system or school logo, we have specific files on site digitally that must be used. Please contact the office for further information.

Human Sexuality

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Introduction to School Policies on Human Sexuality

In Genesis, we find the foundation of Christian anthropology, an understanding of what it means to be human. "God created mankind in his image; in the image of God he created them; male and female he created them. God blessed them, and God said to them: Be fertile and multiply" (Gn 1 :27-28).

Gaudium et Spes (22) from the Second Vatican Council explains, "For having been created in

the image of God, Who 'from one man has created the whole human race and made them live all over the face of the earth' (Acts 17:26), all men are called to one and the same goal, namely God Himself."

The Catechism of the Catholic Church (CCC) teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity" (CCC 2393). "Physical, moral, and

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spiritual differences and complementarity are oriented toward the goods of marriage and the flourishing of family life (Ibid., 2333).

The support of family life, the domestic church is especially important in a culture that seeks to devalue the importance of family. "There is a need to reaffirm the metaphysical roots of sexual differences, as an anthropological refutation of attempts to negate the male-female duality of human nature, from which the family is generated" (Congregation for Catholic Education, 34). A disregard for an anthropology consistent with the Creator's purpose, results in conflict within the family and society as a whole. "The harmony of the couple and society depends in part on how the complementarity, needs, and mutual support between the sexes are lived out" (CCC 2333).

Catholic schools do not exist in isolation from the Church or the family. One of the essential marks of a Catholic school is a foundation based upon a Christian anthropology (Miller, p. 22). "Authentic Catholic educators recognize Christ and his understanding of the human person as a measure of a school's catholicity" (Ibid., p.26).

It is with the desire to provide an authentic Catholic education that the following policy on human sexuality were adopted.

Policy

- A. All persons have inherent human dignity and are thus deserving of innate respect as a child of God.
- B. Catholic schools shall provide for sequential and age-appropriate instruction. Sexuality education provides not only the important biological and scientific information, but also incorporates corresponding religious values and moral formation. Continued parental involvement and support is essential if program goals are to be achieved.
- C. Theology of the Body will be incorporated into all diocesan schools' religion/theology curriculum.
- D. All instruction will be guided by Catholic teaching.
- E. All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are not permitted at school.
- F. Students and staff may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the

term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of the Catholic faith and morals.

G. All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following:

a. Participation in school athletics

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b. School-sponsored dances

c. Dress and uniform policies

d. The use of changing facilities, showers, locker rooms, and restrooms

e. Titles, names, and pronouns

f. Official school documents

H. No person is permitted to have on-site or distribute any medications for the purpose of gender reassignment. If an issue cannot be resolved to the mutual satisfaction of the parents and the school, whose goal must always be to uphold Catholic truths and principles, the school may decide that it is in the best interest of all parties for the student to seek enrollment in an environment that better reflects the family's views on human anthropology.

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References Catholic Church. (2019). *Catechism of the Catholic Church*.

Congregation for Catholic Education. (2019). *Male and female, he created them: Towards a path of dialogue on the question of gender theory in education*.

Miller, J.M. (2006). *The Holy See's teaching on Catholic schools*. Sophia Inst Press. Paul

VI. (1965). *Pastoral Constitution on the Church in the modern world: Gaudium et spes*.

SAFE ENVIRONMENT POLICY AND PROCEDURES

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a heavy and safe environment. Notre Dame Regional High School remains committed to complying with Diöcesan Safe Environment Policy and Procedures and other related policies.

In accordance with the USCCB Charter for the Protection of Children and Young People, the Safe Environment training program, the VIRTUS Protecting God's Children —

Teaching Touching Safety (commonly referred to as "VIRTUS"), is used in the Diocese. Students in grades Kindergarten through 12th grade participate in two safety lessons each school year; one in the fall and one in the spring.

The Safe Environment Procedures and other related policies of the Diocese include training on how to recognize, prevent and report abuse. All employees and volunteers who regularly work with minors receive this initial training, as well as ongoing training and background screening.

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These documents are available at the Diocesan Child and Youth Protection page at www.dioscg.org or <http://dioscg.org/child-youth-protection/>. An overview of the children's training is available on the diocesan website, and copies of these documents and the children's lessons are available at the office.

We sincerely appreciate all the efforts and your continued support for this mission and ministry of protecting our children.

Any suspected or known abuse of a minor must first be immediately reported to the Missouri Child Abuse and Neglect Hotline at 800-392-3738. Suspected or known abuse of adults must be reported to the Missouri Adult Abuse and Neglect Hotline at 800-392-0210. Suspected or known abuse may also be reported to law enforcement agencies.

Additionally, all diocesan personnel are required to also report violations of The Code of Conduct for Clergy, Employees, and Adult Volunteers of the Diocese, Parishes, and Schools to the Diocese Director of the Office of Child and Youth Protection at 417-866-0841 or childandyouthprotection@dioscg.org. Concerns may also be discussed with your supervisor, the Diocesan Director of the Office of Child and Youth Protection, or a Victim Assistance Coordinator. Violations and concerns may also be reported using the TIPS online reporting system, accessible through the Diocese webpage, www.dioscg.org.

Failure to Report is a Class A Misdemeanor for a person who is required under the law to report. No supervisor may interfere with or impede the reporting of suspected abuse. Filing a False Report is also a Class A Misdemeanor.

The Safe Environment Policy and Procedures, the Code of Conduct for Clergy, Employees and Adult Volunteers, and other important information, including a link to the USCCB Charter for the Protection of Children and Young People, is at <http://dioscg.org/child-youth-protection/>.

If you are unable to access the website or desire printed information, contact the Diocesan Office of Child and Youth Protection at 417-866-0841.

Distance Learning Expectations/Alternative Method of Instruction

- Create a space and dedicated time for learning
- Break up the day to be their productive best
- Seek help when needed (teachers, guidance, principals) ● Create balance by taking opportunities to work offline and upload tasks ● Sign in to the classrooms daily- keep connected
- Use Google Calendar to organize classes
- Demonstrate learning with completion of assignments ● Engage with the classroom and use tools (like headphones) to focus on instructional videos, etc.
- Communicate with your teacher and examine feedback
- Follow the Code of Conduct
- Demonstrate online learning etiquette
- Reach out to your teachers if you are overwhelmed
- Collaborate with peers using respectful language and behaviors
- Use equipment as outlined in the Acceptable Use Policy. ● Wear attire acceptable for school
- Support each other in this new way of learning
- Be patient with yourselves, and your teacher

Graduation Cord Requirements

All clubs and activities that distribute a cord at graduation must have the requirements approved by the Administration, and they must be communicated with members at the

beginning of each year. Qualifications for cords must be distributed in written form to members yearly.

Club	Years Active	Dues Service Requirement	Citizenship Color	Grade Pt
French	2 years	paid yes yes		
Natl.		fundraising 2 projects yes		90%

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English		yearly		Engl.III/IV
Speech & Debate	Active NSDA/Senior Year	NSDA Honor Code		
Community Blood Center	2 years/Senior year required	Both blood drives 2 periods at both Attend all meetings		
DECA	Senior required	Must Compete		
HOSA	2 years/Senior year required	1 service ea. semester, Regional HOSA Comp., 2 guest lectures per semester/ paid 2 service projects Participate in Health Fair Volunteer		Cumulative 3.5 C Grade in Science classes
Natl. Art	3 years/4th year			B Average
Drama	70 pts/4 year			

NHS	Induction Ceremony /Attend all meetings	paid 3 hours per year	Attend meetings	3.83
Tri-M	2 years TriM Membership		Music Class every HS semester	
Rotary	3 years/Attend monthly meetings	paid 1 each year	yes	